

Oral Presentations

For Dentistry 198_SY2021-2022

Jessica K. Rebueno Santos, DDM, MCD
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Content outline

- What are / why we give oral presentations
- 4 major steps for effective oral presentations
 1. Topic, audience, data, time limit
 2. Outline, script, content
 3. Presentation format, design
 4. Delivery
- Assessment of oral presentations

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At the end of this session, it is expected that the students will be able to:

- Write an outline for their oral presentation
- Write a script for their oral presentation
- Choose a visual presentation format as a class
- Design visual aids
- Get acquainted with the criteria for scoring oral presentations
- Critique oral presentations

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At the end of this session, you are expected to be able to:

1. discuss how a scientific audio-visual presentation can be done;
2. apply the oral presentation guidelines and criteria for evaluation to an online delivery; and
3. prepare a 15-minute presentation of your Research Proposal to an Experts Panel.

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1. What aspects/sections of the research proposal must be highlighted in the Research Proposal Presentation?
2. How can my Research Group make the Research Proposal Presentation engaging yet maintaining the formality of a scientific exercise?
3. What steps does my Research Group need to do in preparing the Research Proposal Presentation?

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What are oral presentations

- course requirement
- formal
- research-based presentation
- report on a research project and your research findings
- an art form
- a performance

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Why give oral presentations

- Research-based presentation of your work
- Report progress on a particular project
- Share activities, budget, and goals with funders and community members
- Expert on a particular field
- Position or status in an organization

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“Learning how to construct and deliver an effective oral presentation is a useful skill.”

Oral Presentations - Undergraduate Research. <https://urca.msu.edu/orals>

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Step 1

- Know your topic
Know what is being asked of from you
- Know your target audience
- Completed collection of data
- Know the time limit

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Step 2

- Write an **outline**
- Write an oral presentation **script** based on your outline
collected data
proposal or full paper
- Make sure that all required items are included
- And yet, include only the important points
- Remember the set **time limit** for your oral presentation

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What to include

- Title
- Background of the study (Significance, with some ROL)
- Objectives
- Conceptual FW
- Definition of Terms
- **Materials and Methodology**
- Ethical considerations
- Budget
- Time Table

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Materials and Methodology

- research design
- study population
- sampling design
- inclusion/exclusion criteria,
- sample size & computation,
- data collection methods,
- data collection tools
- (which specific objectives will be addressed by which data collection method and tool, who will do-what-when-where-how-and why)
- statistical tests that will be used

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Workshop 1

1. Write the outline
Fill in the headings and subheadings with data
2. Write a script for your oral presentation

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Step 3

- Decide on which presentation format to use: MS PowerPoint, Keynote, Prezi, etc
- Decide as a class on which format to use
 - ~~you will be using just 1 laptop / projector for oral presentations-~~
 - ~~saves time~~
 - ~~allows for more students to present for every session-~~
 - ~~Save your presentation slides in a usb in the format agreed upon-~~
- It's an ONLINE presentation already
- A pre-recorded video OR a live, synchronous presentation

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If using PowerPoint

- save presentation as a "Microsoft PowerPoint Slide Show" (.ppsx)
 - open "Save As" window
 - view list of file extensions
 - click window's "Save as Type" drop-down arrow
 - click the "PPSX" or "PowerPoint Show" option
- PPSX file is a read-only PowerPoint slideshow
 - keeps images, special fonts, and effects intact on any interface

http://www.vtkwglobal.com/sites/default/files/fck/file/GPW/General_Presentation_Info2016.pdf

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Visual aids

- An effective presentation is readable and clear
- Font style readable from a distance
- Keep texts **simple** by using bullet points or short sentences
- Make labels for charts and graphs understandable
- Make slide backgrounds subtle and keep them consistent.
- Use high contrast between background color and text color
- Avoid light fonts or a reverse font on a light background

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Designs

- Font choice – readable
- Color choice – effects on audience
- Color contrast – appropriate background
 - ~~consider the light in the room~~
- Slide layout
- Consistency

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CRAP

- **Contrast:** Make different categories look very different
- **Repetition:** Make visual elements consistent throughout every slide
- **Alignment:** Place things on the screen with a purpose
- **Proximity:** Place related items close to each other
- Prepare Notes.

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“*The format you choose should fit your audience
and your presentation’s subject.”

Eduardo G. Angeles Jr. HOW TO MAKE AN EFFECTIVE AUDIO-VISUAL PRESENTATION. 23 June 2019. <https://prezi.com/--visibvqgd/how-to-make-an-effective-audio-visual-presentation/>.

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Workshop 2

- 1) Decide on the presentation format as a class
- 2) Begin designing your visual aids based on your written script

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Delivery

- Good
- Engaging
- Memorable

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Techniques of good presenters

- Telling and showing
- Mastery over their material
- Practice talking about their work and sharing their stories
- Being comfortable while presenting
 - don't stand with shoulders hunched
 - ~~no hands in their pockets~~
 - make eye contact with their audience
 - often use facial and hand gestures when speaking

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More tips

- Familiarize yourself with the techniques of good presenters
- Really good presenters practice a lot
- Know what to expect where you're presenting
- Practice your timing!
- Practice your presentation out loud
- Be prepared--email yourself an extra copy of your PowerPoint presentation in case your flash drive isn't working
- Have a glass of water beside you

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Much more tips

- Vary your volume, pitch, and rhythm
- Speak in a normal conversational tone
- Stand upright to improve the sound of your voice and facilitate the most effective use of the microphone
- Keep your distance from the microphone

http://www.vtkwglobal.com/sites/default/files/fck/file/GPW/General_Presentation_Info2016.pdf

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Assessment of oral presentations

- Rubrics for oral presentations
- Rubrics for written research proposals

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References

- Eduardo G. Angeles Jr. How To MAKE AN EFFECTIVE AUDIO-VISUAL PRESENTATION. 23 June 2019.
<https://prezi.com/--ylsibqvqqd/how-to-make-an-effective-audio-visual-presentation/>
- http://www.vtkwglobal.com/sites/default/files/fck/file/GPW/General_Presentation_Info2016.pdf

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