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7-1-2019

02.12: Oral Presentations

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Recommended Citation

McMurrey, David and Race, Cassandra, "02.12: Oral Presentations" (2019). *Open Technical Communication*. 13.

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Oral Presentations

David McMurrey and Cassandra Race

Chapter Objectives

Upon completion of this chapter, readers will be able to:

1. Plan and prepare a talk or presentation.
2. Deliver the presentation.
3. Create presentation materials that reflect standards of effective presentation.
4. Evaluate presentations delivered by others, including classmates.

Oral Presentations

A common assignment in technical writing courses—not to mention in the workplace—is to prepare and deliver an oral presentation, a task most of us would be happy to avoid. However, while employers look for coursework and experience in preparing written documents, they also look for experience in oral presentations as well. Look back at the first chapter. Remember how important interpersonal communication skills are in the workplace.

The following was written for a standard face-to-face classroom setting. If you are taking an online technical writing course, oral reports can be sent in as "scripts," or audio versions can be transmitted live or recorded. In any case, students may evaluate each other's oral reports by filling out a form like the one provided at the end of this chapter or responding through the discussion board.

If you can believe the research, most people would rather have root canal surgery without novocaine than stand up in front of a group and speak. It truly is one of the great stressors. But with some help from the resources that follow, you can be a champion presenter.

For additional information on oral presentations and public speaking in general, see [Effective Presentations](http://www.kumc.edu/SAH/OTEd/jradel/effective.html) (<http://www.kumc.edu/SAH/OTEd/jradel/effective.html>). This is part of an online tutorial series provided by Kansas University Medical Center. This section has many resources that will be helpful to you.