

OSH 420

Due April 24, 2018

Presentation Rules:

- a. Practice, practice, practice.....
- b. Length - **Between 4 and 8 minutes.**
- c. Include a slide with the title, journal and authors of your study.
- d. Include a table, or description, of the cost analysis
- e. **DO NOT READ YOUR REPORTS**
- f. Attendance is required for **ALL** presentations. Failure to attend any presentation will result in a 2 point penalty on your own presentation. In addition, any students using cell phones or working on other class material during a presentation will be assessed a 4 point penalty.

Presentation Grading:

- | | |
|---|------------------|
| a. Organization, delivery, slides <i>consistent with assignment</i> | 4 points |
| b. Title/Journal/Author slide, cost analysis slide | 2 points |
| c. Time requirement | 2 points |
| d. Powerpoint Slides | 2 points |
| e. Total possible | 10 points |

The use of Powerpoint, or a comparable visual program like Prezi, is worth two points. Students are encouraged to use Powerpoint on the computer projector, but they must submit the final version of their Powerpoint file as a Canvas assignment **by Tuesday April 24, 2016 at 7:00 a.m.** If you do not submit your files as a Canvas assignment by this time, you may not use the computer projector. No changes will be allowed in any submitted files after this deadline – there will be **no exceptions** so please do not ask for one!

Presentation Order: Be Ready

Presentations Suggestions:

Final Preparations...

- Know your material thoroughly
- Organize your notes and visual aids
- Rehearse to minimize nervousness
- Arrive early
- Make sure all equipment is on hand and functional
- Relax. Be confident. You are well prepared

Consider your audience...

- Smile and greet your audience
- Quickly establish rapport
- Focus attention on you and your topic
- Show enthusiasm and interest
- Talk with your audience, not at them
- Be conversational, use simple, straight-forward language
- Make personal references (“I”, “you”, names of audience members)
- Define all technical terms
- Clarify complex ideas with verbal illustrations
- Make skillful transitions
- Keep to your allotted time
- Summarize succinctly

Remember paralinguistics...

- Project your voice and speak clearly
- Control the rate, volume, pitch and tone of your voice
- Pause strategically
- Eliminate “uhs” and “ums”

Use body language...

- Control nervousness
- Be natural
- Make and maintain eye contact
- Move confidently and strategically to hold the interest of your audience
- Underscore key points with appropriate facial expressions and body gestures
- Leave a strong final impression

For more information on becoming a great public speaker, visit

<http://www.toastmasters.org/>