

Oral Presentation Dos and Don'ts

1. **Do** be organized. The more organized and focused your talk is, the more relaxed you'll feel.
2. **Don't** forget to breathe. (It will help you relax)
3. **Don't** try to say too much. You just have a short time.
4. **Do** speak clearly and slowly.
5. **Do** use vocabulary that everybody knows. If you use a new, difficult word, write it down on the board and explain it to your audience.
6. **Do** make eye contact with all your classmates and the teacher.
7. **Do** move around. (You are not a statue!)
8. **Do** use hand gestures.
9. **Do** give time for questions from your classmates.
10. **Don't** read your presentation. This is hard for the audience to understand and it looks unnatural.

For additional help, please make an appointment with a Writing & Learning Centre writing instructor at: <https://alexander.mywconline.com/>

Source: <http://www.eslpartyland.com/teachers/nov/listen.html#Reading>

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