



Public Speaking Basics

Delaware Envirothon

Planning and Presenting an Oral Presentation

Review the subject outline.

Look for all relevant detail that you will need to understand the requirements of the task

Do the research.

Find relevant material, take notes, and remember to keep the references you used.

Analyze the task.

Determine the purpose of the presentation.
Do you need to answer a specific question?

Organize your ideas.

Create a logical presentation so the information flows well.

Consider the audience.

What are their expectations of your content and delivery?

Brainstorm.

Map out everything you already know about the topic. Write out any ideas you can use to interact with the audience, and information you want the audience to be provided with.



Using Visual Aids

Use your visual aids -the PowerPoint slides- effectively and efficiently, don't depend on them in lieu of good research and preparation. You are there to speak and expand on the topic.

Save the special effects for Tik Tok Transitions.

The Delaware Envirothon does not allow special effects. This is a plus for you. Special effects often distract from content and can annoy your audience.



Tips for Slide Presentations*

Never read directly off your slides (unless reading a quote). Use the slides to enhance, not script, the presentation.

Limit the amount of text on each slide. Don't reproduce your entire presentation script, just main points and key words. Edit out words you don't need until each statement is as concise as possible.

Choose a general 'look' for your presentation and stick to it. Maintain a unity of key design elements from slide to slide.

Don't get carried away with fonts, colors, styles, etc. Use the same themes (colors, backgrounds, fonts, etc.) throughout your slideshow.



*The Delaware Envirothon requires the use of Microsoft PowerPoint for the oral presentations.

Preparing to Present

Once you have completed writing your presentation (Remember, this needs to sound like spoken language, not written language!) and have finalized your slides, it is time to practice the presentation. When practicing your speech consider these aspects:

- Don't read off your palm cards.
- Maintain good posture so you can be clearly heard.
- Use a natural tone of voice.
- Speak slowly and clearly.
- Practice pronunciation of difficult words by breaking them into syllables.
- Maintain eye contact with the audience.
- Be mindful of your body language.
- Use natural hand gestures.
- Practice smooth transition from one speaker to the next.
- Time yourself to make sure you are within the time limits.
 - For the Delaware Envirothon, that usually means 7-10 minutes.



Practice will improve your confidence and your score!

Presentation Day

DID YOU KNOW?

Public Speaking Produces
Anxiety in Most People

In fact, some experts estimate that as much as 77% of the population has some level of anxiety regarding public speaking.

On the day of your presentation, you might feel anxious or nervous and that is completely normal. Have confidence in your ability, the presentation you have planned, and the preparation you have done!



Preparation + Practice = Perfection

