



PACE Performance Assessment of Critical Elements

Things to Remember About Your Oral Presentation

Preparation

- The oral presentation should be 2-5 minutes in length.
- The oral presentation needs a captivating introduction. Introductions are a vital part of the presentation—they will set the stage for the upcoming information. (Do not begin with “My name is Susan and I will tell you about diamonds.” Or “My report is about diamonds.”)
- The presentation needs a strong conclusion to wrap up your information. Try to connect the conclusion to the introduction.
- Do not read your report. Memorize what you need to say so that you are comfortable with both your presentation and your visual. If you need to use notecards, practice with them enough that they won’t distract from your presentation.
- Think about how you will stand and what you will do with your hands.
- PRACTICE-PRACTICE-PRACTICE. Rehearse your oral presentation over and over again so you are familiar with it. Work on pacing, voice inflection, and eye contact. Use your visual as you practice so you are comfortable with the arrangement of information.

Presentation Day

- Dress up for your presentation. You will be more poised and do a better job if you feel and look great!
- Speak clearly, loudly, and pace yourself during the delivery of your presentation (not too slow, not too fast.)
- Make eye contact with your audience.
- SMILE! You can do this!