

Study Skills Factsheet

Preparing an Oral Report

Treat an oral report as you would a piece of writing; plan it logically, research it fully, draft it carefully, and polish it well. Before you present, you can use a checklist like the one below to make sure you've given yourself the best chance for success.

Questions

| | | YES | NO |
|-----|---|-----|----|
| 1. | Have I used words that my audience knows or defined words that they might not know? | | |
| 2. | Have I organized my report in a logical way, with a clear beginning, middle, and end? | | |
| 3. | Have I used a catchy beginning that will grab my audience's attention? | | |
| 4. | Are my sentences clear and easy to understand? Are they short enough to be clear to a listener? | | |
| 5. | Have I included visuals to help make my points clear? | | |
| 6. | Have I made notes so that I won't need to read my report word for word? | | |
| 7. | Have I timed my report? Does it meet requirements? | | |
| 8. | Should I change the rate of my speaking so that my audience can follow difficult parts? | | |
| 9. | Is my voice clear and loud enough to be understood by everyone? | | |
| 10. | Do I need any props or equipment to deliver my report? Have I made arrangements for them? | | |
| 11. | Have I practised my oral report several times, at least once in front of a trusted listener? | | |
| 12. | Do I make eye contact with my audience? | | |
| 13. | Do I enjoy what I'm saying? Do I convey a sense of enthusiasm as I speak? | | |
| 14. | Have I thought of possible questions? Am I prepared to answer them? | | |