RESEARCH PRESENTATION SPEECH HOW-TO

A presentation speech is a form of public speaking about a topic that addresses an audience. It should be engaging and attention-grabbing while simultaneously being informative about what information is being portrayed.

Formatting & Structure:
- 1. Introduction
  - Capture the audience's attention.
    - Quotes
    - Hypothetical situations
    - Questions
    - Statistics
    - Powerful statements/phrases
    - Telling a story
    - Sharing a personal experience
    - Arousing emotion
    - Interacting with the audience
  - Highlight what the topic of the presentation is in the form of a thesis statement, which creates the entire argument of the speech
  - Include a quick overview of the main points, which creates some sort of direction for the topic of the presentation
  - Provide a transition sentence that moves the audience from the introduction to the body of the presentation
- 2. Body
  - Develop the main points with evidence from credible sources
    - Using evidence, logic, and reasoning will allow the audience to better understand and trust the information being presented
  - Do not rush through the different points
    - Allow each point to be properly developed and digested with effective vocabulary
  - There are many ways to order the points of an argument
    - Chronological order (if there are dates involved)
    - Causal order (cause and effect relationships)
    - Problem-solution
    - Introduce the problem, explain the causes of the problem, provide a solution to the problem
- 3. Conclusion
  - Provide a transition sentence that the main points have all been discussed, and the presentation is moving on to the conclusion
  - Restate the thesis/main argument
  - Remind the audience of the main points
  - End the presentation speech with something lasting/meaningful to the audience. It leaves the audience thinking about your speech, perhaps in the form of wanting to take action

<u>Body Language:</u>

- 1. Body language is about communicating with the audience without using words. It helps the audience better understand what your argument and main points are, and it makes you a more confident speaker
    - Facial expressions
    - Hand gestures
    - Good posture
    - Prevent hands in your pockets
    - Prevent slouching
    - Shaking or nodding your head

- 2. Body language should be natural, not forced. So, feel free to use body language the way YOU are comfortable using it.

<u>Timing:</u>

- Prioritize timing so that the presentation speech follows a set order, and prevents ideas from being dragged on. This also guarantees that you keep the audience engaged and have their attention for a longer period of time

This is just a set of guidelines, and based on the type of presentation, the general outline may change!