COMMUNICATIVE ENGLISH

ORAL PRESENTATION

ACE YOUR ORAL PRESENTATION USING USEFUL PHRASES AND EXPRESSIONS

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INTRODUCTION

In today's fast-paced world, effective communication has become more crucial than ever before. Whether in personal or professional settings, the ability to communicate clearly and persuasively is essential for success. However, not everyone has the opportunity to learn these skills formally.

This is why we have created this ebook on oral communication. Our aim is to provide a comprehensive guide that will help individuals, regardless of their background or level of experience, to develop effective oral communication skills. We believe that this ebook will be particularly beneficial for students, professionals, and anyone seeking to improve their communication skills. We hope that this ebook will empower readers to communicate more effectively, and ultimately lead to greater success in their personal and professional lives.

ACKNOWLEDGEMENT

We would like to express our sincere gratitude to Politeknik Metro Kuala Lumpur for their support and guidance in the creation of this ebook on oral communication. Their valuable contributions have been instrumental in shaping this work.

We would also like to thank everyone who was involved in the production of this ebook, both directly and indirectly.. Their insights and expertise have been invaluable.

Quick Checklist

what is oral presentation?

An oral presentation is a formal communication delivered by a speaker to an audience, typically using spoken words and visual aids such as slides, videos, or images. Oral presentations can take many forms, such as lectures, speeches, conferences, seminars, or workshops, and are used in a variety of settings, including academic, professional, and personal contexts.

Why we make presentation?

To persuade

To entertain

To educate

To inform

Presentation styles

Coach Style

Instructor Style

Visual Style

Lessig Style

Freeform Style

Takahashi Style

Connector Style

Storytelling Style

CLICK HERE

Types of Oral Presentation

IMPROMPTU :
Spontaneoous Speech

EXTEMPORANEOUS DELIVERY :
Prepared and practiced speech

MANUSCRIPT DELIVERY
Technical content,prepared and read aloud to the audience

MEMORIZED :
The content is memeorized in advance,usually for competition or contest

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Attention Getter

An attention getter, also known as a hook, is a technique used in the introduction of a speech or written piece to capture the audience's attention and make them interested in hearing or reading more. The purpose of an attention getter is to create a strong first impression, establish credibility, and set the tone for the rest of the speech or writing.

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ATTENTION PLEASE

REMEMBER

your attention-getter should be relevant to your presentation topic and appropriate for your audience. Use it to create a strong first impression and set the tone for the rest of your presentation.

CHOOSE YOUR ATTENTION GETTER

TELL STORIES

Find a brief story or anecdote related to your topic to engage and captivate the audience.The story can be humorous , emotional , fables or any suitable genres.
You can make the audience excited to know what will happen next or make them wait until the end of your presentation.

ASK QUESTIONS

Starting with a question will get your audience involved right away.your audience can respond vebally or non verbally (your choice!)
You can offer an answer (either literally or rhetorically). Make sure you give time for tthe audience ponder the question and prepare the answer.

Sample of Anecdote

CLICK HERE

SHARE STATISTICS OR FACTS

Personal references, can establish a bond between you and your audience because it is personal and you are you are more likely to present this information in a lively and clear manner. This will demonstrate your credibility by showing your knowledge and experience with the topic

USE FAMOUS QUOTATIONS

You can borrow any quotation from someone who is famous or an expert on your topic at the beginning of your speech.Using any credible figure's speech will enhance the credibility of your talk and draw your audience to listen.

Attention Getter Exercise

CLICK HERE

Other types of Attention getter

CLICK HERE

Introduction

The introduction is the most important part of your presentation. It is the first impression you'll make on your audience. It's your first opportunity to get their attention. You want them to trust you and listen to you right away."

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EFFECTIVE INTRODUCTION

1

Welcome and Greet the audience

CLICK HERE

2

Introduce yourself

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3

Introduce your topic

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4

State your Objective

CLICK HERE

5

Present your Outline

CLICK HERE

Introduction Exercise

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Signposting

Signposting is a technique used in communication, particularly in public speaking and writing, to guide the audience through the structure of the presentation or written piece. It involves using verbal or written cues to signal transitions between different sections, topics, or ideas, and to help the audience follow the flow of the presentation.

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IMPORTANT SIGNPOSTINGS

CLICK HERE — Indicate what is coming

CLICK HERE — Indicate the end of each part

CLICK HERE — Summarize important points

CLICK HERE — Moving to the next point

CLICK HERE — Going back to the previous point

CLICK HERE — Adding another point

CLICK HERE — Elaborate a point

CLICK HERE — Explain any terminology

CLICK HERE — Ask rhetorical questions

CLICK HERE — Interact with audience

Signposting Exercise 1
CLICK HERE

Signposting Exercise 2
CLICK HERE

Describing Visuals

describing visuals in an oral presentation is important to ensure accessibility, clarity, engagement, and reinforcement of the message being presented.

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HOW TO DESCRIBE VISUAL AIDS

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Introduce a visual

- Let's now look at the next slide which shows...
- Now, let's look at/let's have a look at/take a look at/I'd like you to look at...
- To illustrate this, let's have a closer look at...
- The chart on the following slide shows...
- The problem is illustrated in the next bar chart...
- As you can see here, ...

Explain a Visual

- First, let me quickly explain the graph.
- As the graph/table shows/indicates....
- I'd like us to focus our attention on the significance of this figure here.
- From Table 1 we can see/conclude/show/estimate/calculate/infer that...
- The chart compares...
- You can see here the development over the past five years.

Explain Positions

- on the left is... on the left side here... in the middle... here, at the top... down in this section... over here is a... the upper/lower section

Mention Numbers

- 5 large mixing bowls
- 5 baking pans
- 1/4 = A quarter
- 1st January = first January
- RM 200 = Two hundred Ringgit Malaysia

Visual Aids Tips

- Power Points
- handouts
- Short videos
- Posters
- objects

CLICK HERE

Highlight Information

- I'd like to stress/highlight/emphasize the following points.
- I'd also like to draw your attention to the upper half of the chart.
- If you look at it more closely, you'll notice there are several surprising...
- I'd like to point out one or two interesting details.
- I'd like you to think about the significance of this figure here.
- I'd like to focus your attention on the underlying trend here.
- Whichever the reasons for this/Whichever way you look at it/However you try to explain it, the underlying
- trend is obvious.
- The interesting/significant/important thing about.... is....

Describe Trend

- The number increased/shot up/grew/rose by...
- Sales declined/reduced/decreased/dropped/fell by... slightly/slowly/gradually/steadily/markedly/dramatically/steeply/sharply/rapidly/suddenly...
- There was a sudden increase/decrease in ...
- In 2022, we saw a moderate fall.
- This was followed by a gradual decline.
- The increase reached a peak/levelled off...

Ending the presentation

A good ending for a presentation should be memorable, impactful, and relevant to the topic and audience. By following these tips, you can create a strong and effective conclusion that will leave a lasting impression on your audience.

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HOW TO END YOUR PRESENTATION

Indicating the end of your presentation

- I'm now approaching/nearing the end of my presentation.
- Well, this brings me to the end of my presentation/talk.
- That covers just about everything I wanted to say about…
- As a final point, I'd like to…
- Finally, I'd like to highlight one key issue.
- That completes my presentation

Making recommendations

- We'd suggest…
- We therefore strongly recommend that…
- In my opinion, we should…
- Based on the figures we have, I'm quite certain that…

Calling the audience to action

- So that's the plan. Now let's go and put it into practice!
- So now it's your turn.
- Now let's make a real effort to achieve this goal!

Quoting a well-known person

- To quote a well-known scientist, …
- As… once said, …
- To put it in the words of…, …
- "As [name] said, 'quote.'"
- "In the words of [name], 'quote.'"

Summarizing points

- Let me just run over/through the key points again.
- To conclude/In conclusion, I'd like to…
- In short/In a word/In a nutshell/In brief/To sum up/To summarize, it is generally/widely accepted/argued/
- held/believed that…
- First we looked at… and we saw that… . Then we considered… and we argued… .
- I'll briefly summarize the main issues.
- Therefore/Thus/On this basis/Given this, it can be concluded/deduced/inferred that…
- From the table/figures/data/results/information, it can be seen/concluded/shown/estimated/calculated that…

Closing

- Thank you for your attention.
- Before I stop/finish, let me just say…
- Thank you for listening.
- I hope you will have gained an insight into…
- Unless anyone has anything else to add, I think that's it. Thanks for coming.

Helpful TIPS

Receiving questions

During the Q&A session, the speaker should be prepared to answer a range of questions related to the presentation, including specific details, opinions, and practical applications. It is important for the speaker to listen carefully to each question, respond in a clear and concise manner, and ensure that all members of the audience have the opportunity to participate.

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DEALING WITH QUESTIONS AND ANSWERS

Clarifying questions

- I'm afraid I didn't quite catch that.
- I'm sorry; could you repeat your question, please
- I'm sorry, but I don't quite follow/understand/see what you mean. Could you just explain that some more, please?
- So, if I understood you correctly, you would like to know whether......
- If I could just rephrase your question. You'd like to know…
- Let me just check that I have understood your question. You're asking…

Closing discussion time

- I think we have time for one more question…
- If there are no other questions, I'll finish there. Thank you very much.
- So if there are no further questions, I guess..

Postponing questions

- I"I want to make sure I provide you with a complete and accurate answer, but I need to review some additional information. Can I respond to your question at a later time?"
- "I appreciate your question, but I think it would be best if I take some time to think it over before responding. Can I get back to you after I've had a chance to reflect on it?"

Checking whether the questioner is satisfied

- Does that answer your question?
- Is that clear/OK/clearer now?
- Can we go on?
- Is that the kind of information you were looking for?

Admitting you don't know

- Sorry, I don't know that off the top of my head.
- I'm afraid I'm not in a position to answer that question at the moment.
- I'm afraid I don't know the answer to your question, but I'll try to find out for you.
- Interesting question. What do you think?
- Sorry, that's not my field. But I'm sure Peter Bolt form Sales Department could answer your question.
- I'm afraid I don't have that information with me

Hedging – not saying yes or no

- "I'm not completely sure, but…"
- "That's a good question. I think it's possible that…"
- "From what I understand, it could be…"
- "It's hard to say for sure, but I would speculate that…"
- "I'm open to other interpretations, but I would suggest that…"

Responding to good questions

- "Thank you for that great question."
- "That's an excellent question, thank you for asking."
- "I appreciate you bringing up that important point."
- "Thank you for challenging me with that question."

Responding to irrelevant questions

- That's an interesting question, but I'm not sure it's directly related to the topic we're discussing."
- "I appreciate your curiosity, but let's focus on the main topic at hand."

Negative responses to questions

- "I'm sorry, but I don't have the information you're looking for."
- "Unfortunately, I'm not able to answer that question at this time."

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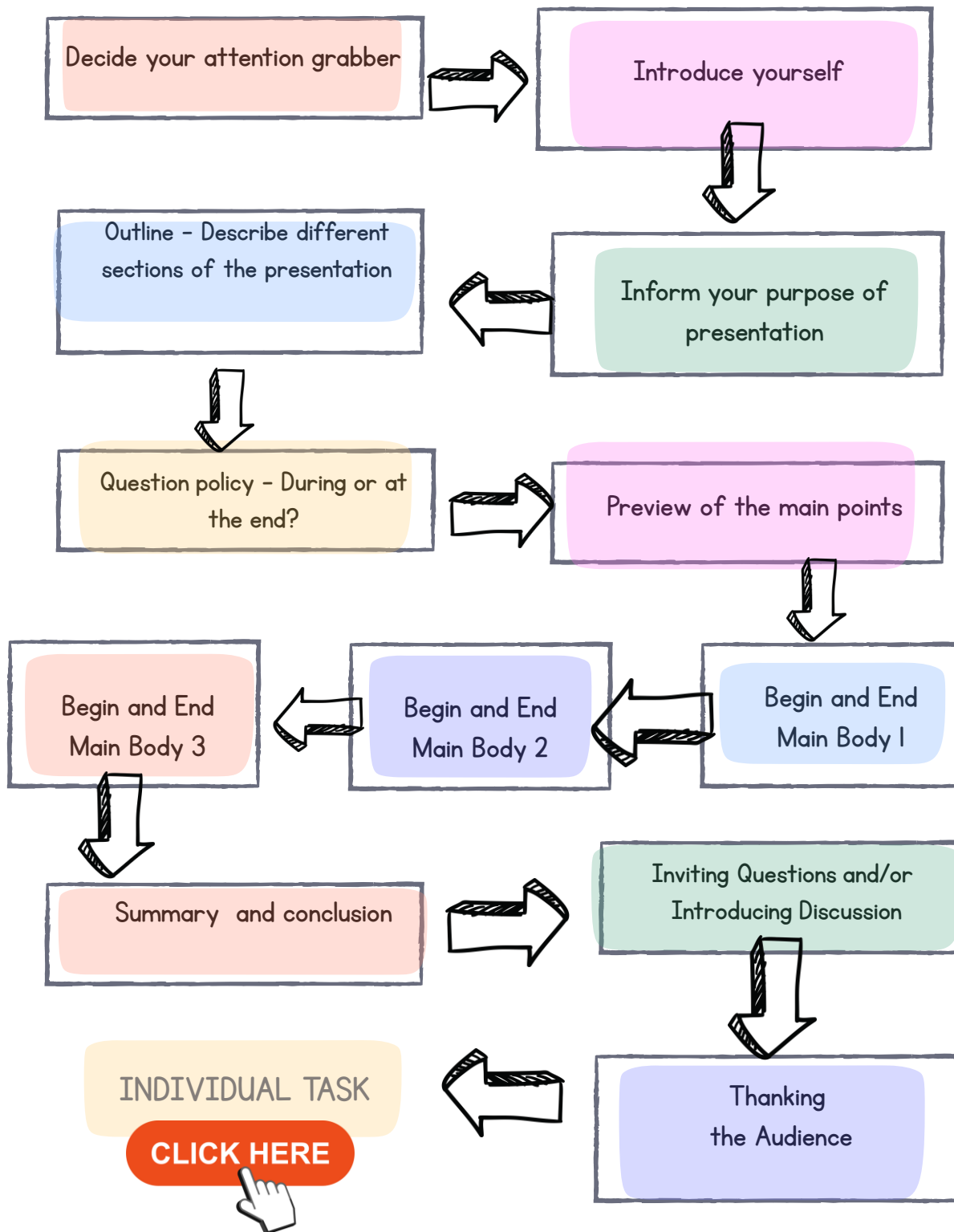Conclude
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Presentation Flow

A well-designed presentation flow helps to keep the audience engaged and focused on the main message, while also making it easier for them to retain and recall the information presented. By paying careful attention to the flow of the presentation, speakers can ensure that their message is conveyed effectively and with maximum impact.

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PRESENTATION FLOW CHECKLIST

Decide your attention grabber → Introduce yourself

↓

Outline – Describe different sections of the presentation ← Inform your purpose of presentation

↓

Question policy – During or at the end? → Preview of the main points

↓

Begin and End Main Body 3 ← Begin and End Main Body 2 ← Begin and End Main Body 1

↓

Summary and conclusion → Inviting Questions and/or Introducing Discussion

↓

INDIVIDUAL TASK ← Thanking the Audience

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Time Allocation

Planning the time allocation for your presentation helps to ensure completeness, improve clarity, stay on track, increase audience engagement, and build credibility. It's an important step in delivering a successful presentation.

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PLANNING YOUR SPEECH DELIVERY

Planning is important to make sure your message is delivered and understood

COMPONENT	ALLOTED TIME	TOTAL ALLOTED TIME
INTRODUCTION	2 Minutes	18 Minutes
CONTENT: 3 MAIN POINTS	3 points x 3 mins = 9 minutes	
CONCLUSION AND SUMMARY	3 minutes	
Q&A SESSION	3 minutes	
END THE PRESENTATION	1 Minute	

Template

An oral presentation template can help to make your presentation more effective, efficient, and professional, while also helping you to manage your time and stay organized.

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USE THE TEMPLATE AND PLAN YOUR PRESENTATION

CLICK HERE INTRODUCTION

CLICK HERE BODY 1

CLICK HERE BODY 2

CLICK HERE BODY 3

CLICK HERE CONCLUSION

CLICK HERE SAMPLE

SCRIPT SAMPLE
[CLICK HERE]

TOPICS SUGGESTION
[CLICK HERE]

GROUP TASK
[CLICK HERE]

INDIVIDUAL TASK
[CLICK HERE]

Tips

Presentation tips can help you to become a more effective and confident presenter, while also helping you to save time and effort and engage your audience more effectively.

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TIPS

Practice makes perfect

Make It Simple As Possible

Utilize Positive Body Language,gestures, facial expressions and eye contact

Know Your Audience,your venue and your visual aids

Know Where You Have To Look
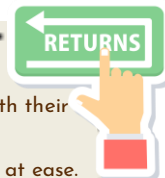
BEST SOURCES FOR ORAL

PRESENTATION VIDEOS

CLICK HERE

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Coach Style

What it is: Energetic and charismatic speakers gravitate towards this style of presenting. It allows them to connect and engage with their audience using role play and listener interaction.

When to use it: Use this presentation style when you're speaking at a conference or presenting to an audience who needs to be put at ease. For example, this style would work well if you were speaking to a group of executives who need to be sold on the idea of what your company does rather than the details of how you do it.

Coach style presenter: Linda Edgecombe

Instructor Style

What it is: This presentation style allows you to deliver complex messages using figures of speech, metaphors, and lots of content -- just like your teachers and professors of old. Your decks should be built in logical order to aid your presentation, and you should use highimpact visuals to support your ideas and keep the audience engaged.

When to use it: If you're not a comfortable presenter or are unfamiliar with your subject matter (i.e., your product was recently updated and you're not familiar with the finer points), try instructor-style presenting.

Instructor style presenter: Al Gore

Visual Style

What it is: If you're a firm believer slides simply exist to complement your talking points, this style is for you. With this speaking style, you might need to work a little harder to get your audience engaged, but the dividends can be huge for strong public speakers, visionaries, and storytellers.

When to use it: This style is helpful when speaking to a large audience with broad interests. It's also great for when you need to throw together slides quickly.

Visual style presenter: Steve Jobs

Storytelling Style

What it is: In this style, the speaker relies on anecdotes and examples to connect with their audience. Stories bring your learning points to life, andthe TED's Commandments never let you down: Let your emotions out and tell your story in an honest way.

When to use it: Avoid this style if you're in the discovery phase of the sales process. You want to keep the conversation about your prospect instead of circling every point or question back to you or a similar client. This style is great for conference speaking, networking events, and sales presentations where you have adequate time to tell your stories without taking minutes away from questions.

Storytelling style presenter: Jill Bolte Taylor

Freeform Style

What it is: This impromptu style of presenting doesn't require slides. Instead, the speaker relies on strong stories to illustrate each point. This style works best for those who have a short presentation time and are extremely familiar with their talking points.

When to use it: Elevator pitches, networking events, and impromptu meetings are all scenarios in which to use a freeform style of speaking. You'll appear less rehearsed and more conversational than if you were to pause in the middle of a happy hour to pull up your presentation on a tablet.

Freeform style presenter: Sir Ken Robinson

Connector Style

What it is: In this style, presenters connect with their audience by showing how they're similar to their listeners. Connectors usually enjoy freeform Q&A and use gestures when they speak. They also highly encourage audience reaction and feedback to what they're saying.

When to use it: Use this style of presenting early in the sales process as you're learning about your prospect's pain points, challenges, and goals. This type of speaking sets your listener at ease, elicits feedback on how you're doing in real time, and is more of a dialogue than a one-sided presentation

Connector style presenter: Connie Dieken

Lessig Style

What it is: The Lessig Style was created by Lawrence Lessig, a professor of law and leadership at Harvard Law School. This presentation style requires the presenter to pass through each slide within 15 seconds. When text is used in a slide, it's typically synchronized with the presenter's spoken words.

When to use it: This method of presentation is great for large crowds -- and it allows the speaker to use a balance of text and image to convey their message. The rapid pace and rhythm of the slide progression keeps audiences focused, engaged, and less likely to snooze.

Lessig style presenter: Lawrence Lessig

Takahashi Style

What it is: This method features large, bold text on minimal slides. It was devised by Masayoshi Takahashi, who found himself creating slides without access to a presentation design tool or PowerPoint. The main word is the focal point of the slide, and phrases, used sparingly, are short and concise.

When to use it: If you find yourself in Takahashi's shoes -- without presentation design software -- this method is for you. This style works well for short presentations that pack a memorable punch.

Takahashi style presenter: Masayoshi Takahashi

SAMPLE OF ANECDOTE

TOPIC: RECYCLE

HOW TO USE STORY FOR ATTENTION GRABBER

"Last year, I was walking in the park with my young daughter when she spotted a plastic bottle lying on the ground. She picked it up and handed it to me, saying, 'Daddy, can we recycle this?' Her innocent question made me realize that even a small action like recycling can have a big impact on the world we leave to future generations. Today, I want to share with you the importance of recycling and how we can all make a difference."

HOW TO USE QUESTION FOR ATTENTION GRABBER

"Can you imagine a world without waste? A world where every piece of paper, every plastic container, every can, and every bottle is recycled and given new life? It may seem like a dream, but it's a dream that's within our reach. Today, I want to share with you how we can all play a part in creating a more sustainable world through recycling."

HOW TO USE STATISTIC FOR ATTENTION GRABBER

In 2020, the Malaysian government launched a national campaign called "Kita Recycle" to promote recycling and increase public awareness about the importance of waste reduction. The campaign aims to increase the national recycling rate to 40% by 2025. (Source: New Straits Times)

HOW TO USE QUOTATION FOR ATTENTION GRABBER

"Albert Einstein once said, 'We cannot solve our problems with the same thinking we used when we created them.' When it comes to waste and the environment, this statement rings especially true. We need to adopt new ways of thinking and take action to reduce, reuse, and recycle our waste if we hope to create a sustainable future for ourselves and future generations. Today, I want to share with you how we can all make a difference through the simple act of recycling."

ATTENTION GRABBER EXERCISE

1

Analyzing Attention-Grabbing Introductions:

Bring in a few articles or essays that you find particularly attention-grabbing. Read through the introductions and analyze what makes them effective. Discuss the different techniques the authors use, such as anecdotes, quotes, or startling facts, and how they help to hook the reader's attention.

2

Using Grabby Headlines: Choose a list of news headlines and write a few attention-getting introductions that could follow each headline. Experiment with different techniques, such as asking a provocative question or using a bold statement.

3

Speed Introductions:

Pair up with someone and choose a topic to write a quick introduction on, such as "Why recycling is important." Set a timer for two minutes and write as many attention-grabbing introductions as you can in that time. After the time is up, share your most attention-grabbing introduction with the class.

4

Story Starters:

Choose a list of story starters, such as "It was a dark and stormy night" or "I never expected to find myself in this situation." Write a few attention-grabbing introductions that could follow each story starter. Use descriptive language and vivid imagery to draw the reader in.

ATTENTION GRABBER SAMPLE
TOPIC: RECYCLE

PERSONAL EXPERIENCE	STARTLING STATEMENT	VISUALIZATION
"I used to think that recycling was a hassle, that it took too much effort to sort out my garbage and make sure it went in the right bin. But then I realized that every piece of plastic or cardboard I didn't recycle was contributing to the growing environmental crisis. Now, I believe that recycling isn't just a choice, it's a responsibility we all have to protect our planet and future generations."	"Did you know that over 90% of plastic waste has never been recycled, and that every day, millions of tons of plastic end up in our oceans and landfills, polluting our environment and harming wildlife? The problem is clear: we need to take action to reduce, reuse, and recycle our waste, or face the devastating consequences."	"Close your eyes and imagine a world where every plastic bottle, every piece of paper, every aluminum can, and every scrap of cardboard is recycled and given new life. Where landfills are empty and oceans are clean. This may seem like a far-off dream, but with the right actions, we can make it a reality."

RHETORICAL QUESTION	JOKES	VIVID DESCRIPTION
"Have you ever stopped to think about what happens to the plastic bottle or the soda can you throw away? Where does it go and how long will it take to decompose? The truth is, these everyday items can take hundreds of years to break down, and in the meantime, they pollute our environment and harm wildlife. So, the question is, what can we do to make a difference?"	"Recycling can be a lot like a puzzle – you're never quite sure which bin to put things in, and sometimes it feels like you need a degree in rocket science just to sort out your garbage!"	"Imagine standing on a beach, surrounded by crystal clear water and white sand. The sun is shining, and the sound of the waves is soothing. But as you look down, you see something that breaks your heart: plastic bottles, bags, and straws littering the sand. You realize that this beautiful beach, and countless others like it, are being destroyed by our waste. The question is, what can we do to protect our planet and preserve its beauty?"

Good morning/afternoon/evening, everyone.
Welcome to [name of event].
First, let me introduce myself. I am [name] from ....

Hello, everyone. welcome to my presentation. First of all, let me thank you all for coming here today.
Good morning, ladies and gentlemen. It's an honour to be with you guys
Hallo/Hi everyone. Thanks for coming.

Welcome to [name of company or event]. My name is [name] and I am the [job title or background information].
Thank you for coming today. I'm [name] and I'm looking forward to talking with you today.

On behalf of [name of company], I'd like to welcome you today.
Hi everyone. I'm [name and background]. I'm glad to be here with you today.
Now let's get started. (informal)

Remember to use a tone that is warm and welcoming, and to project confidence and enthusiasm. Your greeting is the first impression you will make on your audience, so it's important to start off on the right foot and set the tone for the rest of the presentation.

"Hello, my name is [name] and I am [position or title]."

"My name is [name] and I'm thrilled to be here with you today to talk about [topic]."

"I'm [name], and I have been [profession or experience] for [number of years]."

"Good [morning/afternoon/evening], I'm [name], and I'm honored to be here to share my knowledge and experience with you today."

"My name is [name], and I am passionate about [topic or field]."

Remember to speak clearly and confidently, and to provide enough information about yourself to establish your credibility and expertise. Be concise and to the point, and focus on what is most relevant to the presentation and the audience. This will help you to establish a connection with your audience and build rapport as you move into the rest of your presentation.

RETURNS

This morning I'd like to present our new [product or service].
Today I'd like to discuss...
Today I'd like to share with you...
What I want to share with you is...
My goal today is to help you understand...
During my talk this morning/afternoon, I'll provide you with some background on [main topic] and why it is important to you.
I will present my findings on...
By the end of my presentation, I'd like for you to know...
I aim to prove to you / change your mind about...
I'd like to take this opportunity to talk about...
As you know, this morning/afternoon I'll be discussing...

What I'd like to present to you today is...
As you can see on the screen, our topic today is...
The subject/focus/topic/title of my presentation/talk/speech is...
In this talk, I/we would like to concentrate on...
In my presentation I would like to report on...
I'm here today to present...

Remember to provide enough context about the topic to help your audience understand its relevance and importance, but also to avoid overwhelming them with too much information. Focus on the key points and themes that you will cover in your presentation, and provide a roadmap or outline of what they can expect to learn. This will help to keep your audience engaged and focused as you move through your presentation.

- This morning I'd like to present our new [product or service].
- "My goal today is to [describe what you hope to accomplish with your presentation]."Today I'd like to share with you...
- My goal today is to help you understand...
- During my talk this morning/afternoon, I'll provide you with some background on [main topic] and why it is important to you.
- "In this presentation, I aim to [explain the outcome you hope to achieve or the problem you hope to solve]."
- By the end of my presentation, I'd like for you to know...
- I aim to prove to you / change your mind about...
- I'd like to take this opportunity to talk about...
- The purpose of my presentation is to help you [state the benefit or value to your audience] and to provide you with the tools and knowledge you need to [action your audience can take]."

- Today's topic is of particular interest to those of you who...
- By the end of this talk you will be familiar with...
- Today I'd like to give you an overview of...
- I'd like to update you on/inform you about/put you in the picture about/give you the background to/present
- the results of my TALK...
- During the next 20 minutes we'll be...
- This talk is designed to act as a springboard for discussion.
- This morning I'm going to be talking to you about/ telling you about/ showing you how to deal with/ taking a
- look at the recent development in/ reporting on the results of the study we carried out...
- What I'm going to do/What I intend to do is describe to you/show you/tell you about...

Remember to keep your purpose statement clear and concise, and to focus on the benefits or value that your audience will gain from your presentation. This will help to engage and motivate your audience to pay attention and take action based on your presentation.

How to Outline your presentation

"First, I will [state the main point or topic that you will cover in the beginning of your presentation]. Second, we will move on to [state the next main point or topic]. Finally, we will conclude with [state the final point or topic that you will cover]."

"To begin, I will provide an overview of [state the main topic or theme of your presentation]. Next, we will discuss [state the second main topic or theme]. Finally, we will wrap up with [state the final main topic or theme]."

"In this presentation, I will cover three main topics. First, we will explore [state the first main topic]. Second, we will dive into [state the second main topic]. Lastly, we will discuss [state the third main topic]."

"Throughout this presentation, I will cover [state the number of main topics or themes] topics. These include [list the main topics or themes that you will cover], each of which will be discussed in detail."

"To give you a better understanding of [state the topic or problem you will address], I will start by [state the first main point or sub-topic]. After that, we will move on to [state the next main point or sub-topic], and finally, we will end with [state the final main point or sub-topic]."

Remember to use clear and concise language when outlining your presentation, and to make sure that your main points or themes are logically connected. Your outline should give your audience a clear understanding of what to expect and how your presentation will flow, and will help them to stay engaged and focused throughout.

PLANNING YOUR INTRODUCTION

ATTENTION GETTER

CHOOSE WHAT ATTENTION GETTER YOU WANT TO USE

Setting

GREET AUDIENCE	INTRODUCE YOURSELF	INTRODUCE TOPIC

STATE YOUR PURPOSE

GIVE YOUR PRESENTATION OUTLINE

Share the highlights of your topic

Choice	Reason for my choice

"Let's start with the first point, which is [state the first main point or topic of your presentation]."

"To begin, I'd like to discuss [state the first main point or topic of your presentation]."

"The first thing I want to talk about is [state the first main point or topic of your presentation]."

"Our first focus for today is [state the first main point or topic of your presentation], which is an important aspect of [state the broader theme or topic of your presentation]."

"The first topic on our agenda today is [state the first main point or topic of your presentation]. This is a crucial area that can have a significant impact on [state the relevance or importance of the topic]."

Remember to provide enough context about the first point to help your audience understand its relevance and importance, and to be clear and concise in your language. Use examples or anecdotes to illustrate your points and to help your audience connect with your message. This will help you to establish credibility and engagement with your audience from the very beginning of your presentation.

"In conclusion, I hope that I have been able to provide you with [state the key takeaways or benefits from your presentation]."

"That brings us to the end of my presentation. Thank you all for listening, and I hope you found it informative and helpful."

"I've covered a lot of ground in this presentation, but before we wrap up, I'd like to leave you with a final thought [state the final message or call to action]."

"To summarize, we've discussed [state the main topics or themes that you covered in your presentation], and I hope that you've gained a better understanding of [state the main message or takeaway]."

"Thank you for joining me today. I hope that this presentation has given you some valuable insights and inspiration [state the benefits or outcomes of your presentation], and that you will take action based on what you've learned."

Remember to use a clear and concise language when wrapping up your presentation, and to provide a final message that summarizes your main points and leaves a lasting impression on your audience. Your conclusion should be memorable and impactful, and should motivate your audience to take action or to continue learning more about your topic

"To summarize, we covered [state the main points or topics] and discussed [state the key insights or takeaways from each point]."

"In conclusion, we can see that [state the main conclusion or takeaway from your presentation], which was supported by [state the evidence or arguments presented throughout your presentation]."

"Let me recap what we've covered so far [state the main points or topics], and how they relate to [state the main theme or message of your presentation]."

"To sum up, we learned that [state the main lessons or insights that you want your audience to take away from your presentation], which can help us [state the benefits or outcomes of your presentation]."

"In short, we discussed [state the main points or themes of your presentation], and I hope that you have gained [state the key takeaways or benefits] that you can apply to your own work or personal life."

Remember to use clear and concise language when summarizing your presentation, and to highlight the key insights or takeaways that you want your audience to remember. Your summary should be comprehensive and memorable, and should motivate your audience to take action or to continue learning more about your topic.

"Next, we will be discussing [state the main point or topic that will be covered next]."

"Moving on, we will take a closer look at [state the next main point or topic that you will be covering]."

"Now that we've covered [state the previous main point or topic], let's move on to [state the next main point or topic]."

"The next part of our presentation will focus on [state the main point or topic that you will be covering]."

"We've covered a lot of ground so far, and now it's time to [state what you will be doing next, such as diving deeper into a specific aspect of your topic, or providing examples or case studies]."

Remember to use transitions between sections of your presentation to help your audience understand the flow of your presentation and to stay engaged. Your transitions should be clear and concise, and should help your audience see how the various parts of your presentation are related to one another. This will help your audience to follow your presentation and to stay focused on your main points.

"As we discussed earlier, [state the key point or topic that was covered in the previous section]."

"Building on our earlier discussion of [state the key point or topic that was covered in the previous section], let's take a closer look at [state the new point or topic you will be covering]."

"To recap, we saw how [state the key idea or insight from the previous section], and now we'll explore [state the new point or topic you will be covering]."

"To bring us up to speed, we just finished discussing [state the key point or topic from the previous section], and now we'll move on to [state the new point or topic you will be covering]."

"As we saw earlier, [state the key point or topic from the previous section]. This sets the stage for our next topic, which is [state the new point or topic you will be covering]."

Remember to use clear and concise language when referring back to the previous point, and to make sure that your new point or topic is logically connected to the previous one. This will help your audience to follow your presentation and to stay engaged with your message. Use transitions and signposts to help your audience understand the flow of your presentation and to stay focused on your main points.

"Another important aspect to consider is [state the new idea or concept], which can significantly impact [state the topic or issue you are discussing]."

"In addition to what we've already discussed, there's also [state the new idea or point], which is another key element to consider."

"Expanding on our earlier discussion, we also need to take into account [state the new idea or concept] and how it affects [state the broader theme or topic of your presentation]."

"It's also worth noting that [state the new idea or point], which has implications for [state the topic or issue you are discussing]."

"While we've covered a lot so far, it's important to consider [state the new idea or concept] as well, which can further enhance our understanding of [state the topic or issue you are discussing]."

Remember to use clear and concise language when introducing new ideas, and to make sure that they are relevant and logically connected to your main points. Use examples or anecdotes to illustrate your points and to help your audience connect with your message. This will help you to keep your audience engaged and to build credibility and authority with your topic.

"To give you a better understanding of [state the point or idea you are discussing], let me provide an example. [Provide a relevant and concise example or case study]."

"To further support this point, let me share some statistics. [Provide relevant statistics or data to back up your point]."

"It's also important to note that [state additional information or context relevant to your point], which further emphasizes the importance of [restate the point or idea]."

"To dive deeper into this point, let's take a closer look at [provide more detailed information or explanation], which highlights [state the significance or relevance of your point]."

"In order to fully grasp this point, it's important to consider [state the additional factors or perspectives that contribute to your point], which will help us to [state the benefits or outcomes of understanding your point]."

Remember to use clear and concise language when elaborating on your points, and to make sure that your examples or data are relevant and effectively support your message. Use visuals or other aids to help illustrate your points and to keep your audience engaged. This will help you to build credibility and authority with your topic, and to keep your audience interested and focused on your message.

"For those who may not be familiar with this term, [state the term or jargon], it refers to [provide a clear and concise definition or explanation]."

"Let me take a moment to clarify this term [state the term or jargon], which is often used in [state the relevant industry or field]. It refers to [provide a simple and straightforward definition or explanation]."

"This term [state the term or jargon] can be confusing for those who are not in [state the relevant industry or field]. In essence, it means [provide a clear and concise explanation or example]."

"I want to make sure that everyone is on the same page, so let me explain this term [state the term or jargon]. Simply put, it means [provide a straightforward and easy-to-understand definition]."

"This term [state the term or jargon] can seem complicated, but it's really just [provide a simple and clear explanation or analogy]. Essentially, it means [provide a concise definition or explanation]."

Remember to use clear and simple language when explaining terminology or jargon, and to provide examples or analogies to help your audience understand the meaning behind the words. This will help you to build credibility and authority with your topic, and to keep your audience engaged and focused on your message

RETURNS

"Have you ever stopped to consider [state the question], and how it affects [state the topic or issue you are discussing]?"

"What if I told you [state the statement], would you believe it? The truth is, [state the answer or explanation]."

"Do you ever wonder [state the question], and what impact it has on [state the topic or issue you are discussing]? The reality is, [state the answer or explanation]."

"Can you imagine [state the scenario or situation], and how it would affect [state the topic or issue you are discussing]? The fact is, [state the answer or explanation]."

"If you think about it, [state the question], and what that means for [state the topic or issue you are discussing]. The bottom line is, [state the answer or explanation]."

Remember to use rhetorical questions sparingly and strategically, and to make sure that they are relevant and thought-provoking for your audience. Use them to engage your audience, to spark their curiosity, and to encourage them to think more deeply about your topic. This will help you to keep your audience engaged and to make your presentation more memorable and impactful.

"Let's pause for a moment and see if there are any questions or comments from the audience. Does anyone have any thoughts or questions they'd like to share?"

"I'd like to hear from you now. Can anyone relate to [state the topic or issue], or share their own experiences or perspectives?"

"Let's do a quick exercise to get everyone involved. Please take a moment to [state the activity or task], and we'll discuss the results as a group."

"I'm interested in hearing your thoughts on [state the topic or issue]. Can you share your opinion or perspective with the group?"

"I'd like to open up the floor to anyone who has a question, comment, or idea to share. Please feel free to speak up and join the conversation."

Remember to use these phrases to create an interactive and engaging presentation, and to actively listen and respond to your audience's feedback and questions. Use open-ended questions, polls, or group exercises to encourage audience participation, and to create a sense of collaboration and connection. This will help you to build rapport with your audience, to gain valuable insights, and to create a memorable and impactful presentation.

SIGNPOSTING EXERCISE 1

Give each section a heading according to what you think are the purpose of the signposts.

_____

What drew me to this work
was…
I'll be exploring/looking at/telling
you
about…
I'd like to start by…

_____

Let's look at this more closely/in
more
detail.
This can be clearly
seen/illustrated by…
What does that mean?

_____

That's all I have to say about…
So much for…
I've looked at…

_____

Firstly…secondly…thirdly…lastly
First of all…then…next…after
that…finally
To start with…to finish off/up

_____

Now I'd like to turn my attention
to…
So now let's move to…
What I'd like to look at now is…

_____

I'd like to leave you with this
thought
Finally, I just want to remind you
of…
What I have learnt from this
research is…

SIGNPOSTING EXERCISE 2

Fill in the blanks with the correct answer.

Good [morning/afternoon/evening], my name is [Name], and today I want to talk to you about [Topic].

First of all, I want to _____ by giving you some background information on [Topic] and explaining why it's important.
Answer: start off

Now, let's move on to _____. This is a key aspect of [Topic], and it's important to understand how it works.
Answer: the first point

Next, I'd like to talk about _____. This is another important aspect of [Topic], and it's closely related to what we just discussed.
Answer: the second point

So far, we've covered _____ and _____. Now, let's turn our attention to _____. This is a related but slightly different topic that's still important to understand in the context of [Topic].
Answer: the first point, the second point, the third point

Now, let's _____ to some of the practical implications of [Topic]. What are some of the challenges or opportunities that we need to be aware of when it comes to [Topic]?
Answer: turn our attention

Finally, I want to _____ by summarizing the key points that we've covered today and highlighting the most important takeaways.
Answer: wrap up

That brings me to the end of my presentation. Thank you for listening, and I'd be happy to answer any questions you have at this time.
Answer: True

Let's _____ by reviewing what we've covered so far.
Answer: start off

Now, I want to _____ on a related but slightly different topic that I think is important to understand.
Answer: focus

Moving on, I'd like to _____ on some of the practical implications of [Topic], and offer some suggestions for how we can address these issues.
Answer: elaborate

So far, we've talked about _____ and _____. Now, let's turn our attention to _____, which is a related but distinct topic that's still important to understand.
Answer: the first point, the second point, the third point

Now that we've covered the basics, let's _____ to some more advanced concepts that build on what we've already discussed.
Answer: move on

Let's take a _____ to review what we've covered so far and make sure that everyone is on the same page.
Answer: pause

Now that we've talked about _____, let's move on to _____, which is an important related concept that's worth exploring in more detail.
Answer: the first point, the second point

VISUAL AID PREPARATION TIPS

WHAT TO CONSIDER WHEN PREPARING VISUAL AIDS?

- Ideas that you want audience to remember
- Ideas that difficult to explain verbally
- Audience engagement to follow your presentation
- Numbers of presentational aids to use
- Audience aspects –Who? How large?
- Easy to use and comfortability
- Equipment to use
- Time and cost

PREPARING EFFECTIVE VISUAL AIDS

- Use short phrases
- Put only relevant information that you want to present
- Photo quality, font size, audio should be clear to cater all audience.
- Avoid fancy print styles – standardized throughout the presentation.
- Arrange information aesthetically pleasing
- Use pictures or symbols to add interest
- Choose color wisely
- Use presentation software

VISUAL AIDS PLANNING SHEET

You need to identify and decide on;

Key ideas to translate into visuals

Suitable visuals i.e photos, diagram

Visual design i.e use camera, ppt slides

Tools and methods needed to display visual aids

Ways to reference the visual aids

The descriptions of visual aids

ACTIVITY: CHOOSING, PREPARING AND USING VISUAL AIDS

The goal of this activity is to identify suitable visual aids to deliver your information effectively and how you will reference them. You may refer to the visual preparation sheet.

Consider how you might use visual aids to explain each of the following:

- The 7 steps of CPR.
- How to change a car flat tire.
- How to prepare your own bug out bag.
- Tragedy of Titanic
- Why you should become an organ donor?
- Malaysia's folklores

TIPS HOW TO END PRESENTATION

NOTE:

A good ending for a presentation should leave a lasting impression on the audience and reinforce the main message of the presentation. Here are some tips for a strong ending:

SUMMARIZE THE MAIN POINTS:

- Remind the audience of the key takeaways of the presentation, in a concise and memorable way. This will help to reinforce the main message and ensure that the audience leaves with a clear understanding of the content.

CALL TO ACTION

- Encourage the audience to take action based on the presentation, such as implementing the ideas discussed, exploring further resources, or engaging with the topic in some way. This can help to create a sense of urgency and relevance, and inspire the audience to take meaningful steps forward.

LEAVE A LASTING IMPRESSION

- End the presentation with a strong image or story that will stay with the audience long after the presentation is over. This can be an effective way to create an emotional connection with the audience and leave a lasting impression.

END WITH A QUOTE:

- Using a powerful or memorable quote related to the topic of the presentation can be a great way to end on a high note and leave a lasting impression on the audience.

END WITH A QUOTE

- A striking visual aid, such as a powerful image or graph, can be an effective way to end a presentation and reinforce the main message in a memorable way.
- Leave a lasting impression: End the presentation with a strong image or story that will stay with the audience long after the presentation is over. This can be an effective way to create an emotional connection with the audience and leave a lasting impression.

PRESENTATION FLOW EXERCISE

Cyber Crime – A Threat to Society

Cyber crime is the criminal act which takes place over the internet through computers as tools or targets or other smart devices meant for making our work easier. The hacker or criminals are having various motives of the crime. They may be involved to cause a loss to an individual, some organization or government.

Several examples of cyber crime include frauds, identity theft, cyberstalking, creating and sending malware like viruses for destroying the systems or steal the data to make money. People involved in such activities find them as an easy way of making money. Even many of the well-educated and knowledge full persons are involved in such activities. Instead of using their mind in a positive way they employ themselves in cyber crime activities. Day by day this is becoming a great threat to our society and nation.

Cybercrime is the most prevailing crime in the present scenario, done through the internet. It causes a severe loss to the victim. Therefore some of the measures should be taken by us to avoid such crimes. The vigilant behaviour and following the safety protocols are only helping aids which can reduce the occurrence of cybercrime.

Based on the article above,please write a script which includes all the elements in the presentation structure.

SUGGESTED ANSWER

ATTENTION GRABBER:
Have you ever heard of cybercrime? Have you or someone you know been a victim of cybercrime? Today, we will be discussing cybercrime and how it affects us all.

INTRODUCTION:
Good afternoon, ladies and gentlemen. Thank you for joining me today to discuss the serious issue of cybercrime. Cybercrime is defined as criminal activity that takes place over the internet, through computers or other smart devices, with the intention of causing harm, damage, or financial loss. This criminal activity has become increasingly prevalent in recent years and can have devastating consequences for its victims.

PURPOSE OF PRESENTATION:
The purpose of this presentation is to educate you on the various types of cybercrime, the motives behind them, and the measures we can take to avoid becoming victims.

MAIN POINT 1 – DEFINITION AND TYPES OF CYBERCRIME:
[Cue up slide with definitions of different types of cybercrime and show it on screen]. Cybercrime encompasses a wide range of activities such as fraud, identity theft, cyberstalking, and creating and sending malware, like viruses, for the purpose of destroying systems or stealing data. These activities are usually carried out with the motive of causing financial loss to individuals, organizations, or even the government.

MAIN POINT 2 – MOTIVES BEHIND CYBERCRIME:
[Cue up slide with data showing the frequency of cybercrime and show it on screen]. Cybercriminals are usually motivated by financial gain, with the intention of causing financial loss to individuals, organizations, or even the government. However, sometimes cybercrime is carried out for personal or political reasons, or simply for the thrill of it.

MAIN POINT 3 – MEASURES TO AVOID BECOMING A VICTIM:
[Cue up slide with tips on how to avoid becoming a victim of cybercrime and show it on screen]. Being vigilant and following safety protocols are some of the effective ways to reduce the occurrence of cybercrime. This includes using strong passwords, keeping software up-to-date, avoiding suspicious emails or websites, and being cautious when sharing personal information online. By being proactive, we can reduce our risk of falling victim to cybercrime.

CONCLUSION:
In conclusion, cybercrime is a serious issue that affects us all. The frequency and severity of cybercrime can lead to financial loss and even ruin a person's life. We must all be vigilant and take precautions to avoid becoming victims of cybercrime. Remember, prevention is better than cure.

QUESTION AND ANSWER:
Now, I would be happy to answer any questions or concerns you may have regarding cybercrime.

THANKING THE AUDIENCE:
I would like to thank you all for joining me today and for your attention. Stay safe and be vigilant.

MY SELF EVALUATION

Read each statement below. Place a check mark in the box that best match your behavior in the classroom.

INTRODUCTION	
Attention Grabber	
Welcome the audience Introduce yourself	Hello everyone,first of all,thank you for being here today.... My name is ……………………………………….. and i am from……………………………………
Inform your purpose	Today i would like to talk about …………………………………………………………………………….. and ………………………………………………………………………….
Give the outline of the presentation	I have divided my presentation into 3 parts, First………………………………………………… next,………………………………………………… and lastly …………………………………………

MY SELF EVALUATION

Write in your own words

	BODY
Main Point 1	
My first point is	
This is because (Supporting Point 1)	
For example	
Describe your visual aid / graph / data	

MY SELF EVALUATION

Write in your own words

	BODY
Main Point 2	
My next point is	
The reason for my point is (Supporting Point 2)	
For example	
Describe your visual aid / graph / data	

MY SELF EVALUATION

Write in your own words

	BODY
Main Point 3	
Lastly	
this is because (Supporting Point 3)	
For example	
Describe your visual aid / graph / data	

MY SELF EVALUATION

Write your own conclusion here

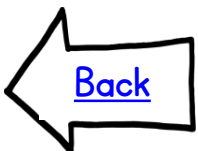|	CONCLUSION
Summary of main points	Today,at first i have discussed about............... Second,i have highlighted............................... Finally,i talked about..
Conclusion	To conclude ....
Inviting Question	If you have any questions,i will be happy to answer them ....
End your presentation	With that,i end my presentation today.thank you for lending me your ear.

SCRIPT SAMPLE

TOPIC	AN EFFECTIVE ORAL PRESENTATION
ATTENTION GETTER	Have you ever been in a situation where you were asked to give an oral presentation, and you didn't know where to start? Or maybe you started strong but lost your audience's attention halfway through? Don't worry, because today I'm going to share with you some tips for delivering an effective oral presentation.
INTRODUCTION	My name is [Name] and I'm here today to talk to you about how to deliver an effective oral presentation. Oral presentations can be nerve-wracking, but with the right preparation and mindset, you can deliver a presentation that engages your audience and effectively communicates your message. In this presentation, I will cover three main points: how to prepare for your presentation, how to deliver your presentation effectively, and how to handle the question and answer session.
GENERAL AND SPECIFIC PURPOSE	The purpose of this presentation is to provide you with practical strategies and techniques that you can use to prepare, deliver, and handle the question and answer session of an oral presentation effectively.
OUTLINE OF THE PRESENTATION	First, let's take a look at the outline of this presentation I. Preparation -Researching your topic-Creating a clear outline-Tailoring your presentation to your audience -Using visual aids to support your message II. Delivery -Using effective body language-Speaking clearly and confidently-Using visual aids to support your message-Engaging your audience and creating opportunities for participation III. Handling the Question and Answer Session -Anticipating potential questions Preparing thoughtful responses -Being open to feedback and suggestions Providing additional resources and information
POINT 1 AND SUPPORTING DETAIL	Main Point 1: How to prepare for your presentation. The first step to delivering an effective oral presentation is to prepare well. This includes researching your topic thoroughly, creating a clear outline, and rehearsing your presentation several times. You should also consider your audience and tailor your presentation to their interests and needs. Additionally, you may want to include visual aids such as slides or handouts to support your message. For example, on this slide, you can see a sample outline for a presentation about effective oral communication.
POINT 2 AND SUPPORTING DETAIL	Main Point 2: How to deliver your presentation effectively. Once you've prepared your presentation, it's time to deliver it effectively. This involves using effective body language, speaking clearly and confidently, and using visual aids such as slides or videos to support your message. You should also engage your audience and create opportunities for them to participate and ask questions. For instance, on this slide, you can see some tips for using effective body language during your presentation.

MORE ON THE OTHER SIDE

SCRIPT SAMPLE

TOPIC	AN EFFECTIVE ORAL PRESENTATION
POINT 3 AND SUPPORTING DETAIL	Main Point 3: How to handle the question and answer session. The question and answer session can be a challenging part of the presentation, but with the right preparation, you can handle it with confidence. You should anticipate potential questions, prepare thoughtful responses, and be open to feedback and suggestions from your audience. You may also want to provide handouts or additional resources to help your audience follow along and engage with your message. Here, you can see an example of a handout that provides additional resources and information related to the topic of effective oral communication.
CONCLUSION AND SUMMARY	Conclusion: In conclusion, delivering an effective oral presentation is all about preparation, delivery, and handling the question and answer session. By following these tips, you can engage your audience, communicate your message clearly, and make a positive impression. Remember to be confident, authentic, and passionate about your topic, and you'll be well on your way to delivering a successful presentation.
Q& A	Thank you for listening to my presentation. Now, I would like to open the floor for any questions or comments you may have. As we discuss, I'll be showing you some slides and handouts that will help to illustrate my points. Additionally, I have a short video that I'd like to share with you that provides a real-world example of the concepts we've been discussing.
CLOSING	"Thank you for joining me today,Thank you again, and have a great day!"

ORAL PRESENTATION STRUCTURE

ATTENTION GETTER	Anecdote Technique Have you ever been in a situation where .... I remember when .... It turned out ....
GREETING AND SELF INTRODUCTION	Good morning/afternoon/evening! Thank you for coming to my talk today. My name is .... Today I'm going to talk about ....
STATE THE PURPOSE AND THE OUTLINE	Today i would like to talk about (general purpose) .... and .... (specific purpose) I have divided my presentation into 3 parts, First..next, ... and lastly ....

PRESENT THE MAIN BODY	ORDERING POINTS Firstly/ To start with,/ First of all, GIVING EXAMPLES For example, / For instance, ... PUTTING IT IN OTHER WORDS In other words, ...	REFERRING BACK TO WHAT YOU HAVE SAID As I said at the beginning earlier/before, ... In the first part of my talk, I said ... ADDING INFORMATION Besides/Furthermore/ In addition/ Moreover

SUMMARIZING AND CONCLUDING	Today,at first i have discussed about... Second,i have highlighted .... Finally,i talked about.. To sum up ....
INVITING QUESTIONS	Do you have any questions you'd like to ask?
THANKING THE AUDIENCE	Thank you (very much) for your attention/ listening.It has been a pleasure.

ORAL PRESENTATION TOPICS SUGGESTION

SCIENCE AND TECHNOLOGY

1. Artificial intelligence and its potential impact on society
2. The future of space exploration
3. The benefits and drawbacks of genetic engineering
4. The science behind climate change
5. The role of technology in modern healthcare

SOCIAL ISSUES:

- The effects of poverty on children
- Gender inequality and its impact on society
- The importance of mental health awareness
- The history and effects of racism
- The impact of social media on mental health

ARTS AND CULTURE

- The history and evolution of popular music genres
- The life and legacy of a famous artist or musician
- The symbolism and themes in a particular work of literature
- The cultural significance of a traditional dance or music genre
- The influence of art and design in everyday life.

HISTORY AND POLITICS

- The causes and effects of the First World War
- The formation and significance of the Federation of Malaysia
- The rise of fascism and Nazism in Europe
- The impact of colonialism on developing countries
- The role of propaganda in shaping public opinion

SOCIAL MEDIA

- The effects of social media on communication and relationships
- The role of social media in promoting social activism and political movements
- The impact of social media on mental health and well-being
- The ethics of data privacy and social media use
- The influence of social media on marketing and advertising strategies.

EDUCATION

- The benefits of extracurricular activities for academic success
- The importance of time management and study skills for academic achievement
- The impact of teacher-student relationships on learning outcomes
- The role of parental involvement in student success
- The benefits of a growth mindset for academic and personal growth.

RELATIONSHIP

- The importance of communication in healthy relationships
- The different types of love languages and how to express them
- The characteristics of healthy and unhealthy friendships
- The impact of social media on relationships
- The importance of setting boundaries in relationships

Group task

Group Presentation:

- Get into small groups of 3-5 students.

- Choose topic of your interest

- Make research on your topic using reliable sources, such as academic journals, books, or reputable websites.

- Increate a clear outline for their presentation, including an attention-getter, introduction, main points, and conclusion.

- Each group member should have a designated role, such as researcher, presenter, or visual aid creator. The group should collaborate to assign roles and ensure that each member has an equal opportunity to contribute.

- create visual aids such as slides or handouts to support their presentation.

- 10-15 minutes will be given to deliver the presentation in front of the class.

- After the presentations, each group must provide feedback to the other groups on their presentations.

- Everyone will engage in a discussion on the different topics covered in the presentations.

This task is designed to help students develop their research, collaboration, and presentation skills, while also promoting critical thinking and discussion among the class.

Individual task

- Persuasive Speech: each student must prepare and deliver an oral presentation on a persuasive topic. You can choose a topic related to current events, social issues, or something related to the course content. The presentation should be structured with an attention-getter, introduction, main points, and conclusion. The student should use evidence and examples to support their argument and engage the audience by appealing to their emotions.

- Career Exploration: each student must prepare and deliver an oral presentation on a career that interests them. The presentation should cover the duties, qualifications, education, and salary of the career. You should also discuss their personal interest in the career and how they plan to achieve their career goals. The presentation should be structured with an attention-getter, introduction, main points, and conclusion.

- Book Report: each student must prepare and deliver an oral presentation on a book they have recently read. The presentation should cover the plot, characters, setting, and themes of the book. You should also provide their personal opinion on the book and recommend it to their classmates. The presentation should be structured with an attention-getter, introduction, main points, and conclusion.

- Personal Narrative: each student must prepare and deliver an oral presentation on a personal narrative. This can be a story from your own life, such as an experience that taught them a valuable lesson or a moment that changed your perspective. The presentation should be structured with an attention-getter, introduction, main points, and conclusion. The student should use descriptive language and engage their audience by making them feel emotionally invested in the story. The presentation should conclude with a reflection on what they learned from the experience and how it has impacted them.

WEBSITES WHERE YOU CAN FIND GOOD ORAL PRESENTATION VIDEOS TO WATCH AND LEARN FROM.

TED TALKS

TED TALKS IS A POPULAR WEBSITE THAT FEATURES VIDEOS OF PRESENTATIONS ON A WIDE RANGE OF TOPICS. THE SPEAKERS ARE OFTEN EXPERTS IN THEIR FIELDS AND ARE KNOWN FOR THEIR ABILITY TO ENGAGE AND INSPIRE THEIR AUDIENCE.

STANFORD GRADUATE SCHOOL OF BUSINESS

STANFORD GRADUATE SCHOOL OF BUSINESS IS ONE OF THE TOP BUSINESS SCHOOLS IN THE WORLD. THEIR WEBSITE INCLUDES VIDEOS OF GUEST SPEAKERS WHO COME TO CAMPUS TO GIVE TALKS AND PRESENTATIONS.

COURSERA

COURSERA IS AN ONLINE LEARNING PLATFORM THAT OFFERS COURSES ON A VARIETY OF SUBJECTS. SOME OF THESE COURSES INCLUDE VIDEOS OF ORAL PRESENTATIONS THAT CAN BE DOWNLOADED OR VIEWED ONLINE.

KHAN ACADEMY

KHAN ACADEMY IS A NON-PROFIT ORGANIZATION THAT PROVIDES FREE EDUCATIONAL RESOURCES TO ANYONE, ANYWHERE. THEIR WEBSITE INCLUDES VIDEOS OF LECTURES AND PRESENTATIONS ON A WIDE RANGE OF TOPICS.

YOUTUBE

YOUTUBE IS A POPULAR VIDEO-SHARING PLATFORM THAT CONTAINS A VAST LIBRARY OF VIDEOS ON ALL KINDS OF TOPICS. YOU CAN SEARCH FOR VIDEOS OF ORAL PRESENTATIONS AND SPEECHES AND FIND A WEALTH OF INFORMATION.