

Preparing an Oral Report

Follow these steps to put together and deliver a first-rate presentation.

Step 1. Research the Facts

Gather information about the subject of your oral report. List the facts and interesting information from your reading, taking notes accurately. Remember that relevant details and vivid descriptions will make your oral report more interesting, as will visual aids such as maps, charts, and pictures.

Step 2. Organize Your Information

Organize your oral report in three parts.

- **Introduction**

How will you introduce your report? What will be your first line? Write a short introduction that briefly explains what your report will cover.

- **Body**

Organize the main points of your report. They should follow a logical order. Be sure that: all your information is accurate;
you have included information from your research to support your main points;
you use details and descriptive sentences to make your report interesting.

- **Conclusion**

Write a short conclusion. You can use the conclusion to:
wrap up and restate your main points;
draw upon your main points to formulate a personal opinion concerning the topic of your report.

Step 3. Practice Giving the Oral Report

Practice presenting your oral report with a friend or family member. If no one is available, try practicing in front of a mirror. Keep the following points in mind when you give your report.

- Hold your body upright and face your audience.
- Speak clearly and deliberately—you want everyone to hear what you have learned.
- Refer to your notes only when necessary.

Step 4. Make A Final Copy of Your Report Notes

Use your notes to make a final outline of your report and put it on one index card or half-sheet of paper. Try to use this card alone when giving your report. Refer to the rest of your notes only if absolutely necessary.