

How to Prepare for Your Oral Presentation

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What We Will Cover

- Myths and Truths about effective speaking
- Preparation
 - Before getting started
 - Getting started
- Delivery
 - How your message is read
 - Getting ready to speak
 - Tips
 - Getting out of trouble

Myths

- To be credible, all medical talks need to have a scientific component.
- You need to be funny to be a good speaker.
- You need to be serious if speaking to students or residents.
- If it needs to be said, it should be on the slide.
- “Um” is a four-letter word.

Truths

- Some speakers are naturally more gifted than others.
- All speakers can improve.
- Most faculty rely too much on content and too little on presentation style.
- Effective speakers have a wide range of styles to select from.

Before Getting Started

- Who is your audience?
 - Why are they there?
 - What don't they know?
- What is your message?
- What do you want to accomplish?
- What will it take to accomplish it?

Getting started

- Organize your talk
 - Opening
 - Body
 - Conclusions

Opening

- What are the first words you say?
- Do you need to say something about yourself?
- Do you need a hook?
 - A joke, anecdote, story, statistic, concern
 - Capture attention and connect to the audience
- Provide a context and value.
- Tell them what you are going to cover.

Body

- Develops the message
 - Identify take-home messages (no more than 4)
- Tells a story
 - Well organized and connected
- Supported by evidence

Conclusion

- Summarizes key points
- Lead the participant to the future
 - Action item
 - Change in thinking
 - Challenge

The Basics of Slide Use

- Budget 1 slide per minute of presentation
- For research presentation, typically
 - Title (1 slide)
 - Research questions (1 slide)
 - Background (1-2 slides)
 - Methods (2-4 slides)
 - Results (2-5 slides)
 - Conclusions (1-2 slides)
 - Acknowledgement (0-1 slide)

Common Problems*

- Too many colors
- Slide too crowded
- Too many symbols on graphs
- Using text when graphics would be better

* slide preparation tips modified from Bruce Troen

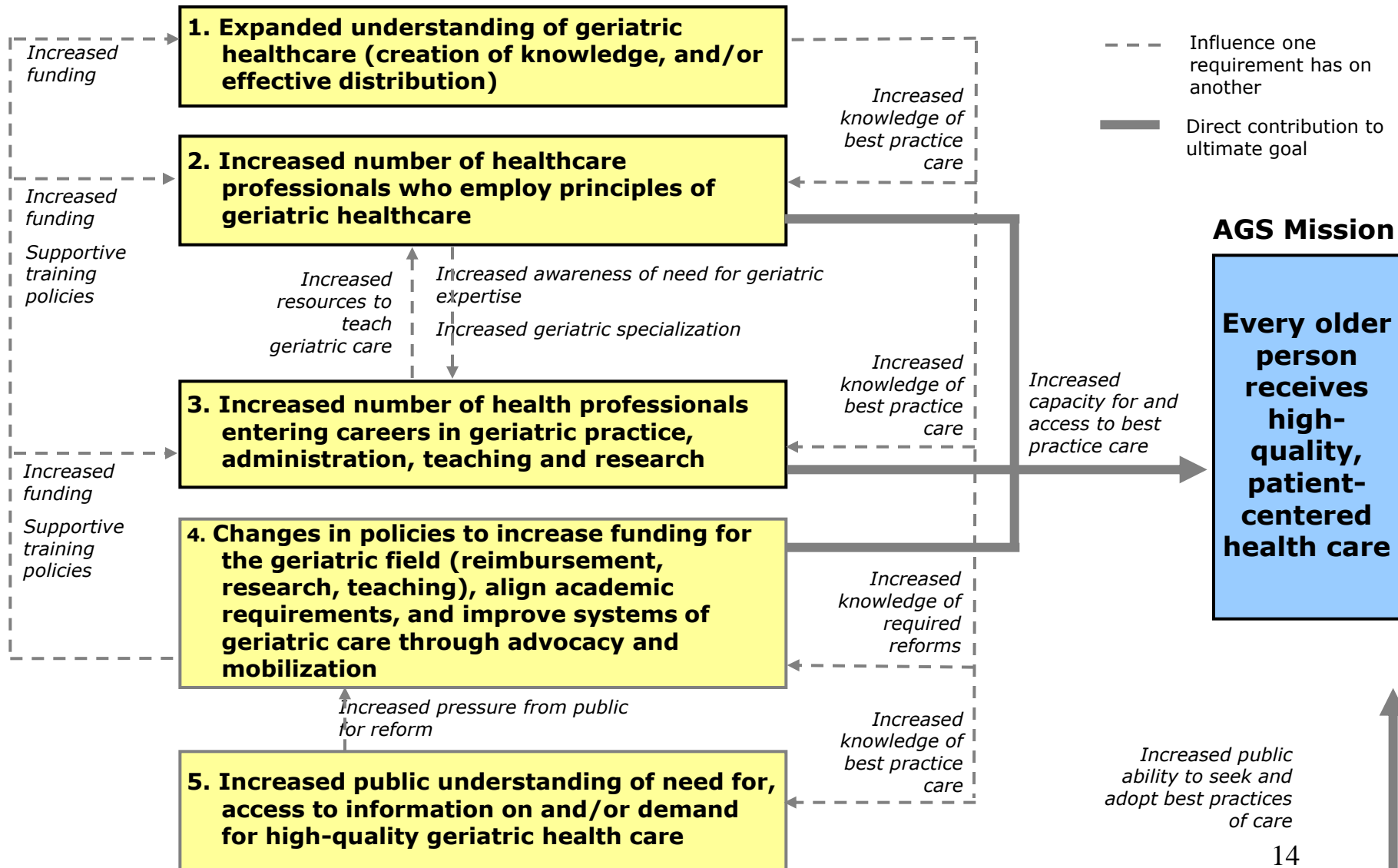
Important rules

- Slide should be self evident
- Include only necessary information
- Avoid “megadata” slides
- No more than 2 graphics / slide

How Much on One Slide?

- One major point per slide
- Each line is a basic thought
- 7 lines by 7 words (**maximum!**)
- Don't have visual tell everything

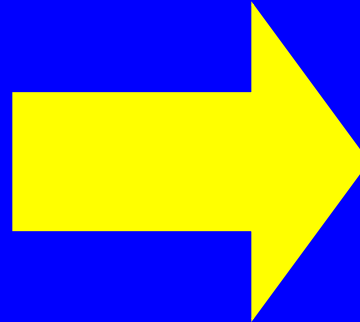
AGS pursues actions in 5 intended impact areas to achieve its mission



Type Style Rules

- Simple type styles
 - Easy to diagnose
 - Easy to cure
 - *Preventable*
- Limit to 3 styles per slide
- Retain styles throughout
- Limit uppercase use

- What is readable 48 pt.
- What is readable 44 pt.
- What is readable 36 pt.
- What is readable 32 pt.
- What is readable 28 pt.
- What is readable 24 pt.
- What is readable 18 pt.
- What is readable 12 pt.



Color Considerations

- Use contrasting colors
 - Dark backgrounds/lighter text
- Limit to 2 or 3 colors
- Avoid **red letters** on a blue background
- Avoid red/green combinations (many people are red/green colorblind)

no red/green
combinations

Delivery

How Your Message is Read

- Verbal: your words (7-10%)
- Vocal: your voice (30%)
- Visual: your body language (60%)

Verbal Message

- Use spoken rather than written English
- Use familiar words
- Avoid jargon
- Speak in simple, to-the-point sentences
- Restate, rephrase if the audience doesn't get it.

Vocal Elements

- Pitch
- Volume
- Rate
- Diction
- Inflection
- Pauses

Body Language

- How you dress
- How you hold yourself (presence)
- How you move (gestures, positioning)
- How you connect to your audience (eyes, distance)
- What your face says

Getting Ready to Speak

- Warm up
 - Stretch
 - Yawn
 - Breathing exercises
 - Hum
 - Articulation exercises
 - Tongue twisters
- Getting mentally prepared
 - First things first

Don't panic

Douglas Adams, "A Hitchhiker's Guide to the Galaxy"

Tips to Reduce Tension

- Reassure yourself that you know more about your topic than your audience
- Breathe: Let your breath guide your speech
- Connect, converse, communicate
- Laugh and enjoy yourself

Other Tips

- Rehearse, particularly if it is a new talk
 - In front of others
 - In your mind (listen to the words you will say)
- Review slides, even if you have given the talk a dozen times
- Keep the audience in mind at all times and stay connected.
- Radiate enthusiasm

Getting Out of Trouble

- Recognize when you are losing your audience
- Don't be afraid to skip slides or drop the slide show entirely
- Do something dramatic to re-engage them
- Tell a story

Speaking to Lay Audiences

- Speak at the level of the lay public
- Focus on 1 or 2 take home messages
- Fewer slides (1 slide for every 3-4 minutes)
- Pictures rather than graphs
- Watch the audience carefully
- If audience is not comprehending, rephrase
- Emphasize body language and enthusiasm

Key points

- Effective speaking is a learned behavior
- Be prepared
 - Anticipate your audience
 - Identify your take-home messages
- Slides should support not distract
- Pay more attention to style; be flamboyant
- Enjoy yourself