



Bayview High

Taking the Lead Chapter 9: Picking Up the Pieces

Working with Words—Effective Presentations

Whether acting on stage or making a class presentation, there are some strategies that speakers can utilize to make their presentation successful.

TIPS FOR ORAL PRESENTATIONS:

1. **Volume** (loud or soft): Increase the volume for a key part.
2. **Rate** (slow or fast): Vary the speed. Slow down for emphasis; speed up for exciting details.
3. **Pitch** (high or low tone): A high pitch shows excitement; a deep pitch shows anger.
4. **Pauses** (stops and starts): Pause for effect before a key point or for dramatic effect.
5. **Projection** (speaking to all parts of the room): Project the voice to ensure all the audience hears.
6. **Pronunciation** (clear speech): Speak clearly and enunciate each word.

Complete the following scoring chart that could be used to assess an oral presentation.

	5 Excellent	3 Average	1 Poor
Volume			speaks too softly for the audience to hear
Rate		usually uses the appropriate rate; usually slows down for emphasis	
Pitch			
Pauses	consistently uses pauses for dramatic effect		
Projection		usually projects voice across the space	
Pronunciation			mumbles through the presentation