

## 14.0 ORAL PRESENTATION

Be ready to explain your project to another person — possibly a student, a parent, a teacher, or a judge. A description of each part of the project — from how the idea originated, through the literature search, the formation of the question or problem, the hypothesis, experimental design, results, analysis, conclusions, and future applications — is important to relay to the listener.

### Below are some key points to a good presentation.

- Be positive and confident of your work. You have worked hard and know your project better than anyone else. Now present!
- Practicing ahead of time in front of a mirror, family members, friends, your class, or others is very important. Sometimes practicing in front of a video camera can be helpful. While watching the video you may notice habits or ways of presenting that you wish to change.
- Try not to read from a script.
- Look interested in what you are doing. The judges or other interested people want to know what you have done and what you have learned.
- Leave gum, CD Players/MP3 Players, Cell Phones, Laptops, and other distracting materials at home during the fair.
- Dress appropriately and neatly. Wear comfortable shoes. Remember, you are representing yourself, your family, and your school at all times.
- Keep eye contact with your listeners during your presentation.
- Use your board/poster as a prop and tool to help you present your work.
- Present your work enthusiastically. Make certain you guide the listener or judge through your project. Have notebooks and reports in clear view and refer to them in your presentation so that the listener or judge will be cognizant of the amount of time, work, and effort you have invested in your project.
- Learn the judge's name (ask for it if he or she does not have a nametag), and address the judge using his or her name. Learn from judges by asking them questions, or asking if they have additional information or suggestions that you might consider. Be sure to record any suggestions that they give you.
- Answer all questions that you can. If you are not certain of an answer, you might say, "I'm not certain, but I think it might be..." If you do not know the answer, you might give the person an idea of how you would find an answer to the question. It is also appropriate to say something like, "That was not part of my research or experimental plan." You might ask the person if he or she knows and could help you. Use your judges as resources. Sometimes members of the public audience can give helpful suggestions. Note any helpful information in your logbook.



- Incorporate new materials from suggestions into your presentation. Practice again before moving on to another level of competition.

You may find the process difficult when you start, but every step forward makes the job easier. Many students find this part of the process extremely beneficial for other public speaking situations, job interviews, and college interviews.