



Structure of Oral Presentations

A good oral presentation is well organized. It is your job as a presenter to make your presentation easy for your audience to follow. It can also help you stay on track. Use the acronym **BABE** to remember the parts of a good oral presentation:

Beginning

These first few moments are your opportunity to ‘grab’ the attention of your audience! Don’t rush too quickly into your presentation. Be sure to greet your audience, introduce yourself and your topic

- Example: *“Good Morning, my name is John Smith and I would like to talk to you today about learning strategies.”*

Announce

Announce your outline. Keep this outline simple (3-4 points). This helps keep your audience focused and shows that you are well prepared.

- Example: *“I have divided my talk into three sections. In the first part, I will give some facts about how we learn. In the next section, I will explain different learning strategies. In the last part, I will provide examples of learning strategies “*

Body

This is the content of your presentation. This is where you will use your visuals and speak to the audience about your topic. Be sure to follow the outline you just announced. The content of your talk should be presented in a logical order. This order will vary depending on your topic, however, make sure you are consistent. For example, sequence your ideas using one of the following formats:

- Chronological order (the order in which events occurred).
- General to specific (starting with a wide topic and narrowing it down to smaller parts).
- Problem – solution (if presenting several problems, maintain the same format. For example: problem 1, problem 2, problem 3, THEN solution 1, solution 2, solution 3 OR problem 1, solution 1, THEN problem2, solution 2, etc.).

End or Conclusion

Once you have completed your presentation, be sure to not end too abruptly. In general, your conclusion should contain these four things:

- Recap what you stated you would talk about
- A brief conclusion
- Thank you to your audience for listening
- Invitation to comments and/or questions
 - Example: *“As I have tried to explain this morning, learning strategies are important part of succeeding in college. I have provided you with several examples that can make a difference and I would encourage you to apply some of these on your own. They can make a big difference and improve your grades dramatically. Thank you for listening. Does anyone have any questions or comments?”*