

ENGG 1803 - Professional & Academic Oral Communication



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Key Features of Oral Communication

- Speaking
- Listening
- Presenting



The Oral Communication process

- What messages will you send to your presentation audience?
- How will you present the message?
- How will ensure they listen & respond to appropriately?



Potential Messages:

- What? - descriptive
- So What? - analytical
- Now What? - evaluative



What?:

- Topic? - largely descriptive
- Selective aspects of the topic?
- Delivery approach?
- Audio - visual aids?



So What?:

- What is the significance of the topic, your approach to it & the work you have done?
- Why is it important to listen to you?
- Concentrate on analysis & synthesis of your project in comparison to and contrasted with others in the field.



Now What?:

- Future oriented
- Where is the project up to?
- What still has to be done?
- How does this compare with your project plan?
- What outcomes will be achieved?
- Recommendations for further research?



□ How much time should be spent on each section?

Introduction - approx. 25%

Body - approx. 50%

Conclusion - approx. 25%

What level of knowledge
about my topic will the
audience have?



What level of knowledge do I
assume?
(supervisor, academics, peers)



What likely questions will the audience ask?

Anticipate & prepare!!



Communication of messages:

- Verbal
- Logical argument
- Clear, strong, well modulated voice
- Non-verbal
- A-V aids, Graphics & other aids
- Body language
- Eye contact
- Dress



Audio-visual aids:

- Good A-V aids can make a good presentation better, but they won't save a poor one!
- Prepare appropriate A-V aids
- Don't rely on technology!! - back up plan?
- Must have OHPs



Active Listening:

- Physical setting
- Management of body language
- Affirming questions
- Awareness of own & others feelings
- Avoidance of anger
- Suspension of judgement
- Patience