

Academic Oral Presentation Resources



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There is a wealth of information online on how to prepare an effective oral presentation. The following is a list of links to resources that we think are particularly useful. Keep in mind that some of the information in these sources may be contradictory and/or outdated, and you should check with your instructor if you have questions about your assignment. You may also want to use the PowerPoint template on the IB website, which includes the IB and University of Guelph logos and a generic slide style.

[Learning Services](#) at the University of Guelph Library “provides assistance and support to students at all levels - from first year to doctoral candidates - who want to enhance their skills and performance and achieve their intellectual potential.” Two links at Learning Services might be useful to you:

[Preparing for Oral Presentations Workshops](#)

Additional Resources: Please note that some of the resources below suggest the use of an outline slide, which may not be appropriate for a short presentation (10 minutes or less).

[Effective Presentations](#)

This document provides information on preparing for a presentation, tips for making effective slides, and how to avoid common mistakes.

[Making PowerPoint Slides](#)

A PowerPoint presentation about the aesthetics of effective presentations.

[Effective Presentations](#)

This website gives an overview of designing and giving presentations.

[Handling Questions after a Presentation](#)

This links to a document with suggestions for how to handle questions after a presentation.