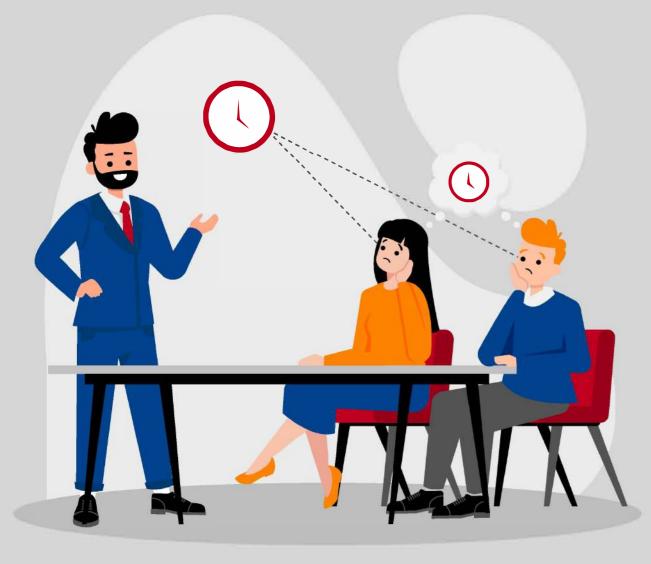


Six Steps to Effective Oral Briefings

Be Concise



Be conscious of time



Warm up your voice

- Breathe
- Sing
- Tongue twisters

Your Goal



State your goal in one sentence

Before Presenting



Eye contact

Don't read and talk at the same time

Voice

• Pause, pace, tone

Your Audience



Who is your audience?
What do they know?
What do they need to know?

Keep Thinking These Words

What is important here?

Say it when you want the audience's full attention