



Six Steps to Effective Oral Briefings

Be Concise



Be conscious of time

Your Goal



State your goal in one sentence

Your Audience



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

While Presenting



Warm up your voice

- Breathe
- Sing
- Tongue twisters

Before Presenting



Eye contact

- Don't read and talk at the same time

Voice

- Pause, pace, tone

Keep Thinking These Words



Say it when you want the audience's full attention