

PRESENTATION GUIDE FOR BEGINNERS

# PLANNING & DRAFTING YOUR ORAL PRESENTATION

“

*Learn the art of public speaking with our beginner-friendly guide. From deciding the topic to planning the flow of your presentation, master the techniques for impactful presentations*

”



Nur Farhana binti Misno

Rosheela binti Muhammad Thangaveloo



**PRESENTATION GUIDE FOR BEGINNERS**

**PLANNING &  
DRAFTING YOUR  
ORAL PRESENTATION**

**NUR FARHANA BINTI MISNO  
ROSHEELA BINTI MUHAMMAD THANGAVELOO**

First Edition  
©Politeknik Merlimau,2024

Published in 2024

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Published by:  
Politeknik Merlimau, Melaka  
Kementerian Pendidikan Tinggi,  
77300 Merlimau, Melaka

Tel: 06 - 263 6687  
Fax: 06 - 2636678  
Website: [www.pmm.mypolycc.edu.my](http://www.pmm.mypolycc.edu.my)



Cataloguing-in-Publication Data  
Perpustakaan Negara Malaysia  
A catalogue record for this book is available  
from the National Library of Malaysia

eISBN 978-629-7737-11-9

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# ACKNOWLEDGEMENT

*writers' note*

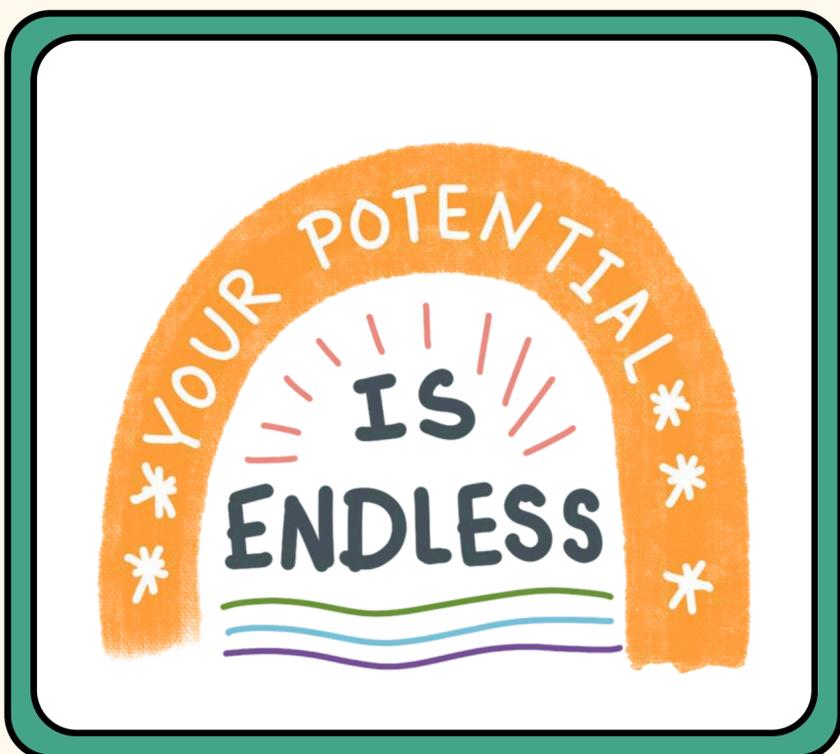
We would like to express our full gratitude to The Almighty for giving us the strength to complete this eBook entitled "Presentation Structure".

Presenting in front of a group of people might be a horrifying experience for some students, especially for Semester 1 students. Thus, this eBook is produced in order to polish the students' skills in choosing and arranging their points and words to make it comprehensible and manageable while doing presentation.

Presenting is not about bombarding the audience with jargons. It is about delivering your sensible ideas and opinions. Plus, the ability to influence people would be a good advantage in order to keep your audience engaged throughout the presentation.

Finally, presentation is all about enlightenment. Hopefully, this piece of work will enlighten the students on how to construct a presentation accordingly.

Thank you.





# PREFACE

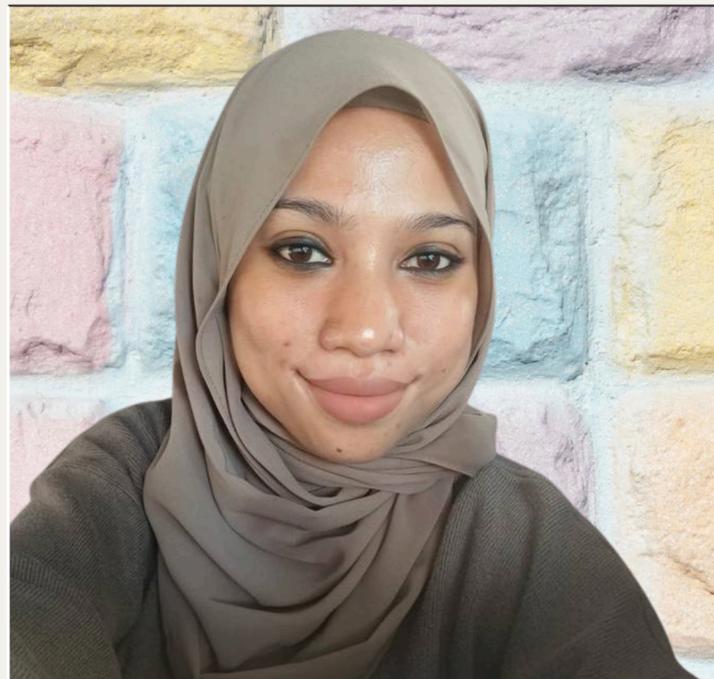
Welcome to *Presentation Guide for Beginners: Planning & Drafting Your Oral Presentation*. Whether you're facing your first presentation or looking to sharpen your skills, this guide is designed to walk you through every step of the process—from initial planning to drafting a compelling talk. Presentations can feel daunting, but with the right structure, preparation, and mindset, anyone can deliver a powerful message.

In this guide, we will break down the essentials of effective presentations, share practical tips, and provide step-by-step strategies to help you confidently organize your ideas and engage your audience. Let's make your next presentation not only manageable, but memorable!

# MEET THE WRITERS



**NUR FARHANA**



**ROSHEELA**

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The background of the slide is a repeating pattern of various books and documents. Some are open, showing pages with text or illustrations, while others are closed. The books are drawn in a simple, sketchy style with black outlines and some light brown or orange shading. The central text is contained within a white rounded rectangle with an orange border.

# TOPIC 1

## PLANNING YOUR PRESENTATION

---

# CRITERIA OF A GOOD ORAL PRESENTATION

1

## CONTENT

Decide what you're presenting. Go for a single subject, focusing on a small amount of information to help you keep the attention of your audience.

2

## AUDIENCE

Understanding your audience will help you to decide what subject areas to emphasize and included in your presentation.

3

## STRUCTURE

Draft your presentation, and decide what content to be included in your presentation.

4

## BE CONSISTENT

Use a consistent theme for your presentation slide. You don't want your audience to be confused or distracted when your visual aid varies from slide to slide.



# WHAT TO DO FIRST?



Preparing for an oral presentation starts with preparing for the presentation itself. Instead of jumping straight into the task, spend some time to consider these **THREE** aspects.

1

AUDIENCE

2

SETTING

3

PURPOSE

Remember, delivering an oral presentation is a skill, just like every other skill you've learnt so far. The more time you spend preparing for your presentation, the better the outcome will be.



# 1

## AUDIENCE

### Why you need to know your audience



1

#### WHO ARE THEY?

To communicate effectively, you need to tailor the content of your presentation to your audience. By knowing your purpose and audience, you can start planning your strategy. How you choose to deliver your presentation will depend on your audience:

- age
- gender
- education background
- occupation
- culture
- language proficiency
- knowledge on the topic

Your presentation should reflect what you want your audience to know/ feel after the presentation session.



2

#### IMPACTS DELIVERY

By knowing your audience, you can decide on the tone, style, level of formality and language use. Using the right tone can help to keep your audience interested and engaged.

Moreover, by understanding your audience, you get to determine what topic or subject you want to focus on. You may want to pick topic that would interest your audience and at the same time avoid biases that might affect your audience.

Imagine presenting basic information to a group of experts, or using jargons to a group of novice audience.

If you are presenting in a foreign country or to a group of audience with different cultural background, try to understand the cultural differences and avoid sensitive issues and/or points.

The size of your audience will also determine how you will deliver your oral presentation. If you have a large number of audience, you will need to practice practice on your auditory skills and build on confidence which includes eye contact and overall body representation.

You also might want to consider preparing suitable visual aids and getting the right technical assistance and tools to help you during the presentation.



3

#### QUICK TIPS

- **Do your research**
  - For your assignment, confirm with your lecturer who will be your audience.
  - If you are presenting at an event or to a corporation/ company, be sure to check with the organizer who the audience will be
- **Know what they know**
  - By knowing what your audience knows about the topic, you get to plan your content. Adjust accordingly, so that you don't bore your audience.
- **Don't be a star**
  - Nobody likes a self-centered presenter. Remember, it is not about YOU. Keep your focus on the material.

# 2

## SETTING

### What do you need to know?



## SETTING

Preparing for an oral presentation is different from preparing for a speech. A speech is a formal verbal discourse addressing the audience while an oral presentation requires you to explain and show your ideas. Usually, when preparing for an oral presentation you **HAVE TO** prepare any visual aids and anticipate interaction with your audience.



## TIME LIMIT

Check with your class lecturer on the time allocated for your presentation. This will help you decide the number of points you want to include in your presentation.

For a 5-7 minutes individual presentation, 2-3 main points would suffice. But if it's a group presentation, you might want to consider the amount of information to be included so that you do not exceed the time limit.

Will there be Q&A session within the allocated time? In that case, you might want to revise the content of your presentation. Plan your presentation accordingly.

## MODE OF PRESENTATION - ONLINE PRESENTATION



Different mode of presentation requires different preparation especially in preparing your visual aids.

For online presentations, you might need to download relevant apps, and practice using the apps to familiarize yourself with the apps. You might want to practice how to share your screen, and if you want to do some interactive attention grabber with your audience.



Decide on the medium of presentation and how you would like to deliver your presentation.

You might want to decide on your visual aids and how to prepare them. There are many apps available now, that can help you deliver your presentation better.

For recorded presentation, you can also use teleprompter apps to help you have better eye contact during the recording session.

## MODE OF PRESENTATION - F2F PRESENTATION

Doing face-to-face oral presentation can be daunting, especially when you have to address a large number of people. But with the right tool and preparation, you are able to deliver an impactful presentation.

Decide on what visual aid you want to use and what type of interaction you want to have with your audience.



Check with your lecturer if there are any technical equipment (like laptop, speaker, etc.) provided. Also check if technical assistance will be provided as well.

If the answer is no, you will have to think of appropriate visual aids that can be used to accompany your presentation. You might need to bring your own.

# 2

## SETTING

### What do you need to know?



#### INDIVIDUAL PRESENTATION

Doing an individual presentation is relatively easier compared to doing a presentation in a group. Your focus should be on the number of information you want to include based on the allocated time.

Pay attention to the flow of the presentation, and make sure each main point is related to one another.



#### GROUP PRESENTATION

Many students opt for group presentations when tasked with an oral presentation assignment. While it appears like doing a group presentation is "easier", you need to pay attention to the flow of your presentation so every presenter's point is related to one another.

Discuss with your teammates the topic to present and the points to cover. Remember, you are working as a team to cover **ONE** topic. Practice in your group to make sure you don't exceed the allocated time.



#### VENUE

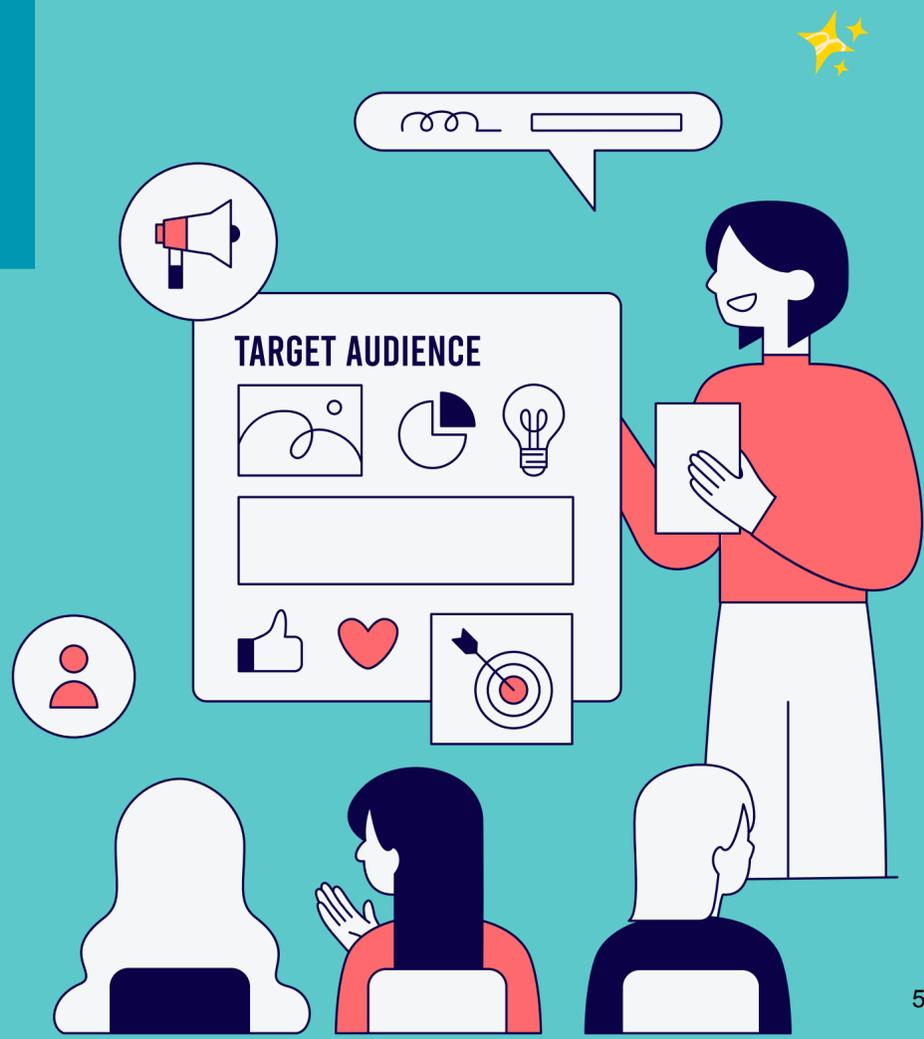
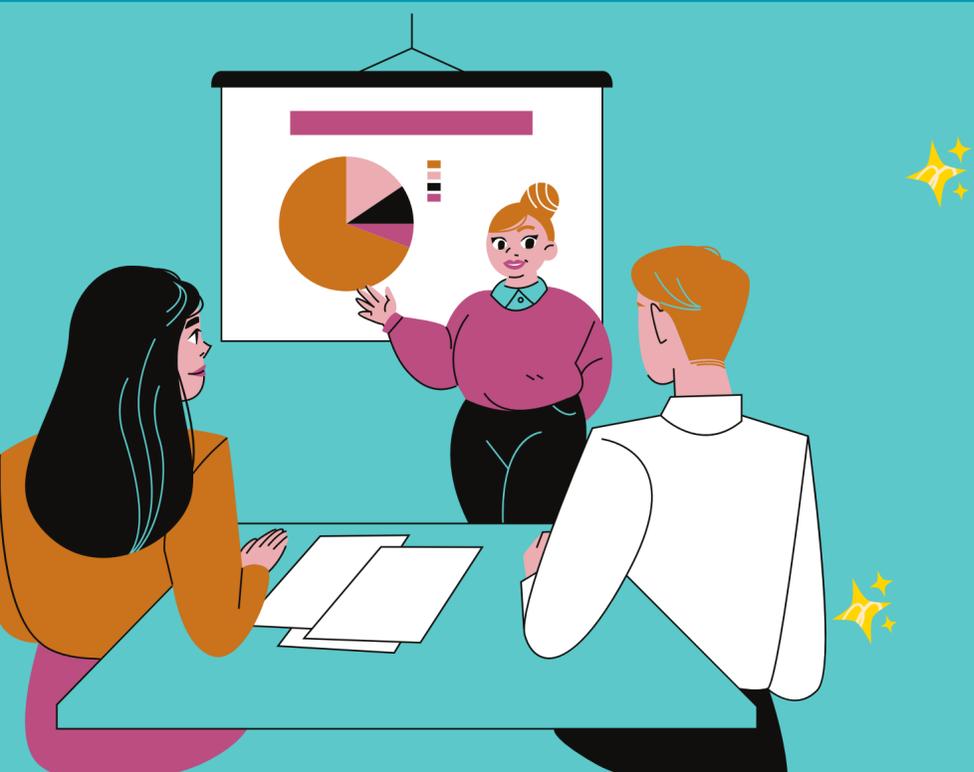
The venue details will help you plan and decide how you will deliver your presentation.

The size and the seating arrangement of your audience can affect the volume you need to speak in as well as whether you will be able to move freely during the presentation.

Decide if you need to use a mic or a speaker if you need to play any audio file.

Also, familiarize yourself with the venue  so that you know what type of equipment/ assistance available.

For example, if you have your presentation file in a USB drive, but, there is no laptop available, you will need to bring your own.



# 3

## IDENTIFY THE PURPOSE OF YOUR ORAL PRESENTATION

By understanding the purpose of your oral presentation will help you to prepare and arrange your content based on your audience. Generally, when doing an oral presentation, the purpose are either to inform, persuade or to demonstrate to a group of audience

### INFORMATIVE

Informative presentations are done to present specific information for specific audiences for specific goals or functions. Usually used for educational, as well as corporate purposes.

1



2

### PERSUASIVE

During persuasive presentations, you present your ideas and thoughts with the intention of influencing your audience.



### DEMONSTRATIVE

Demonstrative oral presentations focus on teaching your audience how to execute and/or complete a task. The aim of the presentation is to teach your audience how to do something through live demonstration.

3



# INFORMATIVE ORAL PRESENTATION



## AIMS TO EDUCATE

- Informative oral presentations center on educating the audience on a specific topic.
- The usual choice of topics includes people, events, products, processes, places and even ideas.
- Doing an informative presentation is equivalent to presenting your written report to a group of audience with the help of appropriate visual aids.

## TYPES

- **Object**
  - detail on people, places, or things, as long as the object exists.
  - E.g. Chromosome, Honey Badger, Puteri Gunung Ledang, Manchester United, etc.
- **Process**
  - visual overview of how something is gone.
  - E.g. How to Buy Tickets Online, How to Bake a Strawberry Shortcake, etc.
- **Event**
  - either historical or contemporary
  - E.g. The Bombing of Hiroshima, Hari Malaysia, etc.
- **Concept**
  - more abstract than other types.
  - Concept speeches revolve around abstractions such as beliefs, ideologies, and philosophies. (**Topic Examples:** Human rights, freedom, morality, love)



## PURPOSE

### DEFINE

1

- Provide the meaning of a specific topic about which their audience has minimal knowledge.
- Can be general (example: health) or specific ( example: Lionel Messi)
- Main purpose is to educate audience on the main points of the topic.

### EXPLAIN

2

- Explanation on state of a given topic.
- Information shared is either new or has been recently updated.
- Example: Latest Discovery on Cancer

### DESCRIBE

3

- Provide the audience with information that allows the audience to vividly imagine the subject.
- Subject of presentation typically is a person, place, object, or animal.



## \*SUGGESTED STRUCTURE

- **Introduction** - use attention getter and outline of your presentation
- **Content** - no of information based on allocated time
- **Closing** - Summarize and conclude

\*Detailed explanation provided in eNote Part 2.

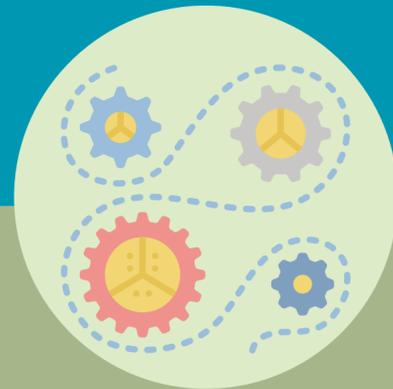
# Sample Topics

## Informative Oral Presentation



### Object

- The Life Cycle of a Bumblebee
- Mozart: The Greatest Composer
- Islands in Malaysia
- Liverpool FC
- Rare Human Diseases
- The legend of Badang
- Exploring Tasik Chini
- Cats Explained
- The Hidden Truth about Ice-Cream



### Process

- How to make pizza at home
- The Process of Baking
- How does the brain work
- How to Read Your Audience during Public Speaking
- How to Love Yourself
- How to be More Confident



### Event

- Pearl Harbour
- The Black Plague
- La Tomatina
- The Fall of the Berlin Wall
- Day of the Dead
- The Rubber Duck Race
- Apollo 11
- Understanding 9/11
- The Assassination of JFK



### Concept

- Collaboration between human and robots
- How IoT will change the world
- Equality vs. Equity
- How would life be without technology
- It is possible to change your fate

# PERSUASIVE ORAL PRESENTATION

Best Seller



## AIMS TO CONVINC

- Persuasive oral presentations is a type of presentation that audience engage with the most.
- The presentation is delivered with the intention of convincing the audience to believe or do something
- try to include your audience in your presentation
  - embedding an emotional connection between them and your speech.
  - talk about something you know that your audience has in common with you.

## \*SUGGESTED STRUCTURE

- **Strong Opening** - use appropriate attention grabber
- **State your argument** - state your viewpoint
- **Address counter-argument(s)** - by doing this, you are strengthening your viewpoint.
- **Closing** - re-state your viewpoint
- Q&A Session - listen carefully to the question and refute professionally. Do not interrupt in the middle.

\*Detailed explanation provided in eNote Part 2.

## 3 PILLARS OF PERSUASIVE PRESENTATION

# 1

### ETHOS

- appeals to the **audience's ethics and morals**
- what is the 'right thing' to do for humanity, saving the environment, etc.
- Ethos in your speech comes from sounding fair or demonstrating your expertise, education or pedigree.
  - *"As a football player , I am qualified to tell you that playing football will benefit your health"*

# 2

### PATHOS

- appeal to the **audience's emotions**, such as when you tell a story that makes them the main character in a difficult situation.
  - *"There's no price that can be placed on peace of mind. Our advanced security systems will protect the well-being of your family so that you can sleep soundly at night."*

# 3

### LOGOS

- appeal to the **audience's logic** - i.e. your speech is essentially more driven by facts and logic.
- By using this technique, your point of view becomes virtually indisputable because you make the audience feel that only your view is the logical one.
  - *"History has shown time and again that absolute power corrupts absolutely."*

# Sample Topics

## Persuasive Oral Presentation



### Health/ Medical

- Should euthanasia be legal?
- Is cloning an ethical practice, even for organs?
- Should school cafeterias be healthier?
- Is it ethical to use animals for medical research?



### Environment

- Why should we protect the environment?
- Should stricter fuel emission standards be imposed?
- The challenges of recycling and potential solutions



### Social

- Are music lyrics promoting violence and selling drugs?
- Does the media control our elections?
- How is television influencing peoples minds?
- Should we limit screen time for children?
- Should social media platforms ban political ads?



### Policy & Governance

- Should we reform our food system from factory farms & harmful chemicals?
- Should/Shouldn't migrants or refugees be allowed in a country?
- Is a speed limit for highways necessary?
- Are uniforms necessary for students?

# DEMONSTRATIVE ORAL PRESENTATION

Best  
Seller



## AIMS TO TEACH

- Demonstrative presentation informs the audience on a topic OR instructs the audience how to execute a particular task.
- Here are some examples of demonstrative oral presentation:
  - highlighting the benefits of using a product to your classmates.
  - proving the effectiveness of using a product/ service in comparison to other product/ service available
  - showing your audience how to use a piece of equipment

## \*SUGGESTED STRUCTURE

- **Know your audience**
- **Explain value of the demonstration**- audience will be more likely to engage in the subject
- **Outline the process** - you can provide a general overview of each step of the demonstration process
- **Progress through each step**
- **Q&A Session** - invite your audience to ask questions. This will allow you to elaborate on any steps that may cause confusion
- **Summarize and conclude**

\*Detailed explanation provided in eNote Part 2.

## BENEFITS OF GIVING A DEMONSTRATIVE PRESENTATION

### PRACTICALITY

1

- when doing a presentation on product, service or other object or topic, it is easier to explain how it works by demonstrating how to use it during an oral presentation session.
- Demonstration session benefits the audience as they will get to see how to actually execute the particular task

### ACTIVE PARTICIPATION

2

- During your presentation, you may also include the audience to participate in the demonstration.
- For example, if you are demonstrating how to use a new software, you can ask your audience to follow along on their own device.
- You can also invite one or two of the audience to join or assist you during the demonstration.

### INCREASE CREDIBILITY

3

- By following along your demonstration, your audience may gain better understanding on a subject, which will help them have more confidence on the subject.
- When your audience feels secure and confident in what you show, they are more likely to buy into it.

# Demonstrative Oral Presentation

## Topics

### HOW - TO TOPICS

- How to cook a pie (or anything else you like/ know how to prepare)
- How to tie a tie
- DIY Natural Skincare
- Introduction to Meditation
- Creative Book Folding
- How to Register for Voting
- Web Building for Rookies
- The Art of Writing a Business Letter
- How to Survive in the Wilderness
- How to apply table manners
- How to Deliver an Effective Speech
- How to Lose Weight with a Lasting Effect
- How to Request for Refund
- Ways to Overcome Stage Fright
- How to Clean the House Quickly
- How to Become a Speed Reader
- How to Knit a Scarf
- How to Make Italian Pasta
- Innovative Recycling Ideas

### EASY DEMONSTRATION TOPICS

- How to Make Paper Crane
- How to Program Your Smartphone
- How to Make a Presentation using Powerpoint
- Different Ways to Count Your Daily Calories
- How to Use Scented Candles to Help You Relax
- How to Make Biscuits Without An Oven
- How to Use Basic Repairing Tools

### PETS RELATED TOPICS

- How to Groom a Cat
- How to Train Your Dog to do Tricks
- How to Make Homemade Pet Treats
- How to Administer Basic First Aid to a Pet
- How to Set Up a Rabbit Outdoor Enclosure

### TECHNOLOGY RELATED TOPICS

- Process of Building a Gaming Computer
- How to Set Up Home Network for Seamless Connectivity
- How to Use Basic Photo Editing Tools
- Exploring the World of 3D Printing
- How to Protect Our Personal Information Online

### SOCIAL SKILLS RELATED TOPICS

- How to Start and Maintain a Conversation with Someone New
- How to Deliver a Persuasive Presentation with Confidence
- How to Practice Good Etiquette in Various Social Situations
- How to Introduce Yourself Confidently in a Professional Setting



TOPIC 1

Do it

# CHALLENGE

## YOUR UNDERSTANDING

COMPLETE ALL TASKS

*OPINION! OPINION!*



SCAN ME

Let's hear it! After watching the video, what stood out as the biggest presentation fail? Share your thoughts and let's learn from the mistakes!

*DISCUSSION*



SCAN ME

Join the conversation! Do you think knowing your audience is a game-changer for a successful presentation? Share your thoughts

*POP QUIZ*

SCAN  
ME



Show what you know! Ready to ace your oral presentation? Let's dive into these quick tips and test your prep skills!

The background features a repeating pattern of stylized, hand-drawn books and documents in various orientations and colors (yellow, white, grey).

# TOPIC 2

## DRAFTING YOUR ORAL PRESENTATION

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# INTRODUCTION

## PRESENT IDENTIFIABLE VALUES

Values of a person or group are the moral principles and beliefs that they think are important in life and that they tend to live their lives by such values as guiding principles. Core values also help people to determine if they are on the right path and fulfilling their goals by creating an unwavering guide.



# TOPIC AND EXAMPLE OF VALUES

**PRESENT A TOPIC OF INTEREST THAT CARRIES IDENTIFIABLE VALUES, COHERENTLY USING EFFECTIVE VERBAL AND NON-VERBAL COMMUNICATION SKILLS.**  
**CLO3 (A2 CLS4)**

Oral presentation topic/theme:

**Compulsory!**

- The topic must highlight the values that can be instilled in individuals such as personal values, family values, socio-cultural values or spiritual values.
- The suggested themes/ topics:
  - Self-motivation- E. g. "Being A Winner", "Patience" and etc.
  - Education – E.g. "Self-reliance", "Care and compassion" and etc.
  - Social & Community- E.g. "Being A Good Neighbour," "Importance of Maintaining Hygiene" and etc.
  - Other interesting topics

**Creativity**

**Motivation**

**Courage**

**Love**

**Honesty**

**Innovation**

**Consistency**

# Suggested

## CONTENT ACCORDING TO SLIDES

Slide 1  
(Front page)

1. Introducing you & the group members.

Slide 2  
(Introduction)

2. General Statement + Attention getter.  
3. Topic sentence/Thesis statement.

Slide 3  
(Value 1)

1. Main idea 1.  
2. Supporting details (two at least).  
3. Concluding main idea 1.

Slide 4  
(Value 2)

1. Main idea 2.  
2. Supporting details (two at least).  
3. Concluding main idea 2.

Slide 5  
(Value 3)

1. Main idea 3.  
2. Supporting details (two at least).  
3. Concluding main idea 3.

Slide 6  
(Conclusion)

1. Restating topic sentence/Thesis statement.  
2. Summary of main points.

Slide 7  
(Conclusion and Q&A)

1. Thank you  
2. Question & Answer Session (Q&A)

# General Structure/

# GENERAL OUTLINE

PRESENTATION OUTLINE	
TITLE:	
Greetings and Introductions:	<ol style="list-style-type: none"><li>1.Introducing you &amp; the group members.</li><li>2.General Statement + Attention getter.</li><li>3.Topic sentence/Thesis statement.</li></ol>
Value 1 – Main point and supporting details	<ol style="list-style-type: none"><li>1.Main idea 1.</li><li>2.Supporting details (two at least).</li><li>3.Concluding main idea 1.</li></ol>
Value 2 – Main point and supporting details	<ol style="list-style-type: none"><li>1.Main idea 2.</li><li>2.Supporting details (two at least).</li><li>3.Concluding main idea 2.</li></ol>
Value 3 – Main point and supporting details	<ol style="list-style-type: none"><li>1.Main idea 3.</li><li>2.Supporting details (two at least).</li><li>3.Concluding main idea 3.</li></ol>
Conclusion / Q&A Session	<ol style="list-style-type: none"><li>1.Restating topic sentence/Thesis statement.</li><li>2.Summary of main points.</li></ol>

# Sample Outline

Names & Registration No.:		Program:
		Session:
		Lecturer's Name:
<b>PRESENTATION OUTLINE</b>		
<b>TITLE: (Example) English is Difficult.</b>		
Greetings and Introductions:	<ol style="list-style-type: none"> <li>Attention getter <ul style="list-style-type: none"> <li>Poetry - Humor</li> <li>Questions - Statistics</li> <li>Quotation - Song</li> </ul> </li> <li>Why do you choose this topic?</li> </ol>	
Value 1 – Main point and supporting details	<p>Eg. Value 1: <b>Self-discipline</b></p> <ul style="list-style-type: none"> <li>Relate with 1 <u>cause</u> that contribute to one effect.</li> </ul> <p>Eg. (TOPIC: ENGLISH IS DIFFICULT.) Value 1: Self-discipline</p> <ul style="list-style-type: none"> <li>Lack of vocabulary and grammar conduct. (one cause)</li> <li>Limited vocabulary and knowledge in parts of speech resulted to boredom. (one effect)</li> </ul> <p>(Thus, we have to be self-discipline in order to increase our knowledge in English grammar and vocabulary. Spare some time to read English books/articles once a day in order to exercise your brain for better English).</p>	
Value 2 – Main point and supporting details	<p>Eg. Value 2: <b>Positivity</b></p> <ul style="list-style-type: none"> <li>Relate with 1 other cause that contribute to one effect.</li> </ul> <p>Eg. (TOPIC: ENGLISH IS DIFFICULT.) Value 1: Positivity</p> <ul style="list-style-type: none"> <li>Negative mindset towards English learning. (one other cause)</li> <li>Negative thinking leads to bad output. For example, bad results and bad in-class anticipation (one effect)</li> </ul> <p>(Thus, we have to create a positive atmosphere in order to learn English effectively. For example, find a circle of positive people and build your confidence in English language learning).</p>	
Value 3 – Main point and supporting details	<p>Eg. Value 2: <b>Focus</b></p> <ul style="list-style-type: none"> <li>Relate with 1 other cause that contribute to one effect.</li> </ul> <p>Eg. (TOPIC: ENGLISH IS DIFFICULT.) Value 1: Focus</p> <ul style="list-style-type: none"> <li>Lack of practice. (one other cause)</li> <li>Lack of practice leads to lack of interest in English learning. (one effect)</li> </ul> <p>(Thus, we have to focus while learning English. Practice is needed in order to lift up your spirit and stay focus in language learning).</p>	
Conclusion / Q&A Session	<p>We need to be <b>self-disciplined</b>, <b>positive-thinker</b> and <b>maintain focus</b> in language learning. It is because.....</p> <p>Hence, we will be able to.....</p>	



VIEW IN GOOGLE  
DOC FORMAT

DOWNLOAD BLANK  
TEMPLATE HERE



**STARTING YOUR PRESENTATION WITH POISE!**

**CONTENT EXPLANATION  
WITH EXAMPLES ✨**

**TOPIC CHOSEN:  
OUR EDUCATIONAL INSTITUTION  
IS NOW IN DANGER!**

# Introducing Group Members

Salutation

Assalamu'alaikum WBT and good afternoon.

Introducing group members with their roles

My name is ..... And these are my group members ..... **A** will be presenting on **the introduction & value 1**. **B** will be presenting on **value 2** and **C** will be presenting **value 3 & conclusion**.

Insert some creativity to gain the attention of the audience!

I hope that all of you can lend us your eyes and ears to listen, to think, and to involve with our discussion from the beginning until the end because this is a serious topic to be discussed.



COMMUNICATIVE ENGLISH 1  
DUE10012  
Session 2 2022/2023

ORAL PRESENTATION (30%)

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NUR SYAHIRAH FITRI BINTI MOHD MARZUKI	14DHF22F2014
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Slide 1

# Introductory Topic

Attention getter  
(Statistics)

Topic

Topic sentence  
/ Thesis  
statement

According to our Minister of Education, Fadhlina Sidek during her speech at the Parliament, there were 35.16% SPM leavers for 2020 session have no interest to further their study. Sadly, the number was increasing to 48.74% SPM leavers for 2021 session who have chosen not to proceed to the higher educational level. Why is this happening? Don't you think that our education is in danger? Yes, I believe that our educational institution is now in danger. That is the topic for our presentation today. The reasons can be many; financial limitations, familial problems and also bad influences from social media content. As the Polytechnic students ourselves, we do experienced hurdles and difficulties while pursuing our study. However, those limitations can be reduced if we nurture good values in our life. Hence, there are three important values in life that we uphold the most in order to sustain our academic performances. The values are perseverance, positivity and focus.

The Ministry of Education Statistics:

35.16%

SPM leavers  
in 2020

• No interest  
to further  
study.

48.74%

SPM leavers  
in 2021

• No interest  
to further  
study.

As cited from Fadhlina Sidek in Parliament Debate (20

Slide 2

# MATCHING BODY PARAGRAPHS WITH YOUR PRESENTATION

## CONTENT EXPLANATION WITH EXAMPLES

VALUE 1 : PERSEVERANCE

VALUE 2 : POSITIVITY

VALUE 3 : FOCUS

# Value 1: Perseverance

## Main idea 1

Now, let us look at the first value which is perseverance.

## Supporting details

Perseverance is a series of continued effort to achieve something despite difficulties, failures or oppositions occur along the way. In this case, do not live in vain if you fail your SPM. Stand up and make a move for a better future. Formal educational qualification is a necessity to gain knowledge and better salary. Somehow, your SPM results might turn you down academically, but you can always opt for Technical and Vocational Education and Training (TVET).

You can search for these institutions to polish up your skills such as polytechnics, community colleges and IKBNs. Yes, your pathway might be a little bit rough than the university leavers. But, it does not matter how slow you go, as long as you do not stop. Hence, perseverance can guarantee you to be resilient to any hardships and education is still relevant for better earnings and designation.

## Concluding main idea 1

## Value 1 : Perseverance

DEFINITION: A series of continued effort to achieve something despite difficulties, failures or oppositions.



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# Types of Supporting Details

(Refer to Value 1)

## Definition

Provide meaning to difficult words

Example sentence:

*Perseverance is a series of continued effort to achieve something despite difficulties, failures or oppositions occur along the way.*

## Explanation / Reasoning

Provide justification or detailed information of the main idea

Example sentence:

*Formal educational qualification is a necessity to gain knowledge and better salary.*

## Example

Provide examples to support the main idea

Example sentence:

*You can search for these institutions to polish up your skills such as polytechnics, community colleges and IKBNs.*

# Value 2: Positivity

## Main idea 2

Now, let us turn to the second value which is positivity. The feel of being encouraged, belonged and confident with the output while taking a risk are the sign of positivity. What is important to remember, people will learn better in a positive environment. They will tend to see things in a positive angle. Some people might see problems as difficulties to be eliminated. But, positive thinker will see problems as a challenge to be solved. For example, positive people would not see failure in SPM as the end of the future. They will try to look for a better course that fits them well and strive to accomplish their goal. Hence, positivity may create a conducive learning environment by considering obstacles as the stepping stone to perform better in life.

## Supporting details

## Concluding main idea 2

## Value 2 : Positivity

Positivity promotes:  
- the feel of being encouraged  
- belonged  
- confident

Positive environment

Positive thinker

See things in a positive angle

Failure is a challenge

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# Value 3: Focus

## Main idea 3

Now, we come to the final value which is focus. It involves prioritizing important task based on situations and deadlines, learning how to organize and begin a task, and understanding how to endure and maintain the momentum and effort to the task at hand. A clear goal is needed to maintain focus. If your goal is to be an expert in your field of study, you cannot avoid to educate yourself formally. For example, if you want to be an engineer, you cannot avoid to embark with different academic stages. Starting by having a Diploma, continue to Degree and if possible to further up to Masters and PhD. The checklist will help you to keep track on what you should do to achieve your aim. **Hence, focus in learning aids to fulfill your academic life goal within your expected timeframe.**

## Supporting details

## Concluding main idea 3

### Value 3 : Focus

Prioritizing important task

Organize & begin a task

Maintaining good work momentum

Clear goal:

- An expert should embark on education.
- For example, an expert should embark with different academic stages.

Certificate → Diploma → Degree → Masters → PhD

Slide 5

GETTING AN IMPACTFUL CLOSURE!

**CONTENT EXPLANATION  
WITH EXAMPLES**

**CONCLUSION  
(RESTATING THE TOPIC SENTENCE)**

# Conclusion

## Conclusion

In conclusion, perseverance, positivity and focus are the key factors to be nurtured and instilled inside an individual to ensure education is still relevant to be pursued for the youths. Be it non-technical or technical, both have their own values. Working full-time after SPM may give you instant cash, like doing e-hailing, food delivery service and being a cashier or a telemarketer. But, will you able do the same job for another 10 years ahead without proper qualifications? As you are getting older, what is your future planning? As what Benjamin Franklin says “An investment in knowledge pays the best interest.” Yes, education does not come cheap but your hard work will definitely pays off. “Intellectual growth should commence at birth and cease only at death”.

Thank you.

## Conclusion

### 1. Key points:

- Perseverance
- Positivity
- Focus

### 2. What will you be for the next 10 years?

“An investment in knowledge pays the best interest.”

“Intellectual growth should commence at birth and cease only at death.”

Slide 6

**SIGNPOSTING /  
TRANSITIONAL  
MARKERS**

# SIGNPOSTING / TRANSITIONAL MARKERS

## DEFINITION:

**SIGNPOSTING / TRANSITIONAL MARKER IS A TECHNIQUE TO HELP PEOPLE FOLLOW THE MEANING OF WHAT YOU ARE SAYING.**

**THEY ACT AS GUIDES TO HELP THE LISTENER FOLLOW WHAT YOU ARE SAYING THROUGHOUT A PRESENTATION, HELPS IN ESTABLISHING RAPPORT AND HELPS THEM TO CATEGORIES WHAT YOU ARE SAYING.**

Listing information

Linking ideas, sections /  
Making transition

Outlining options

To rephrase

To refer to what you  
will say

To refer to common  
knowledge

To refer to what an  
expert says

To  
summarize

To refer to what you have  
said previously

To  
emphasize

# EXAMPLE SENTENCES OF SIGNPOSTING / TRANSITIONAL MARKERS

## LISTING INFORMATION

1. There are three things that we have to consider: **one, two & three...**
2. Now, let us look at the first/ second/ final aspect which is...
3. First of all,...
4. In the first place,...

## LINKING IDEAS, SECTIONS / MAKING TRANSITION

1. That's all I would like to say about **Point A** and now let us turn to **Point B..**
2. Now that we've seen **Point A**. Let us turn to **Point B...**
3. We've discussed about **Point A**. Now, let's move on to **Point B...**

## OUTLINING OPTIONS

1. There seem to be two possible ways of dealing with this...
2. We've looked at this from the point of view of **the manufacturer** but what about if we were to...
3. A number of options can be considered at this point...

## TO REPHRASE

1. Let me rephrase that...
2. In other words...
3. Another way of saying the same thing is...
4. That is to say...

## TO EMPHASIZE

1. What is very significant is...
2. What is important to remember...
3. I'd like to emphasize the fact that...
4. I'd like to stress the importance of...
5. To highlight...
6. What I tried to bring out...
7. What we need to focus on...

## TO REFER TO WHAT YOU HAVE SAID PREVIOUSLY

1. As I have already said earlier...
2. As we saw in part one...
3. To repeat what I've said before...
4. As what I have mentioned just now...

## TO REFER TO WHAT YOU WILL SAY

1. We will see this a little later on.
2. This will be the subject of Point B.
3. We will go into more detail on that later.

## TO REFER TO WHAT AN EXPERT SAYS

1. According to...
2. Based on....
3. I quote the words of...
4. In the words of...
5. Here I'd like to quote...

## TO SUMMARIZE

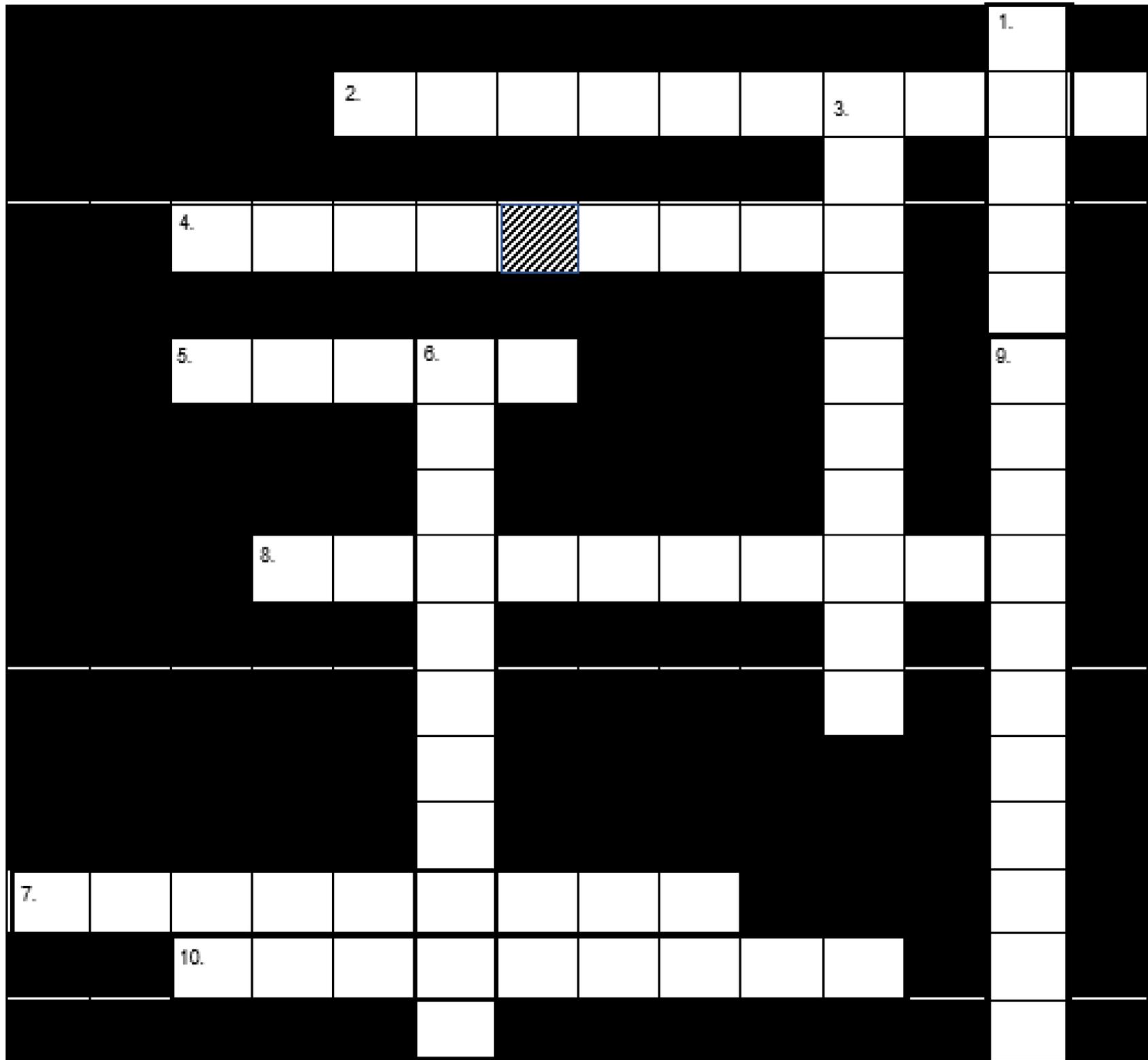
1. To summarize...
2. To sum up...
3. To conclude...
4. In conclusion...
5. Briefly said...
6. In short...
7. To recap what we've seen so far...

## TO REFER TO COMMON KNOWLEDGE

1. As you all may well know...
2. It is generally accepted that...
3. As you are probably aware of...



# CROSSWORD PUZZLE



## QUESTIONS / CLUES

1. The element of introducing group members with their \_\_\_\_\_ is very important in order to know who will be presenting which part.
2. Summary of main points.
3. \_\_\_\_\_ is one of the techniques can be used to arouse the audience's attention at the introductory part of your presentation.
4. Each value chosen is considered as the \_\_\_\_\_ for each body paragraph.
5. Suggested number of slides for the presentation.
6. Type of supporting details.
7. A word to express emphasis.
8. An expression of greeting.
9. A technique to help people follow the meaning of what you are saying.
10. "\_\_\_\_\_ to Benjamin Franklin, 'An investment in knowledge pays the best interest'."

CHECK YOUR ANSWER



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**THANK  
YOU**

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