

Episode 15

Reading: 短文聽讀

The students get together to see what information each member of the team has collected and discuss the **technical** (技術性的) details they need to pay attention to when making the oral presentation. Their discussion here provides useful reminders for those who want to know more about how to prepare an oral presentation. First of all, you need to know how much time you have for the presentation before you can decide how much information to collect and how many Power Point (PPT) slides to prepare. Most experienced presenters spend no more than one to two minutes on each slide and try to be brief and concise whenever possible. In order to better entertain your audience, you may consider adding music or videos to make your PPT file and overall presentation more interesting. However, the addition of these media should not overshadow or sidetrack your main presentation; it is commonly overdone and misused if you do not carefully filter them. Editing and proofreading the content of the PPT is also *very* important to make sure that no misinformation or **typographical errors** (錯字) appear. Last but not least, do not forget to **rehearse** (預演) before you actually go on to the stage and make the presentation. The old saying that practice makes perfect is certainly true.