Oral Presentations
Prepare NOW!

• Attend PIA’s
• Get involved with committees
• Read trade journals
Read the Directions

• Re-read the directions
• Understand the objectives
• Budget your time
Create An Outline

- Clustering
- Brainstorming
- Speaking points
Decide How You Want To Organize Your Information

• 3 x 5 cards
• Legal tablet
• Computer outline
Know Your Audience

• Inquire before you enter the room
• Learn the evaluator’s names and respective ranks (look at collar brass)
Entering the Room

• Shake hands with the raters (if permitted)
• Repeat their names and remember them!
• Remember that you are being graded from the moment they see you
First Impressions

• Get a haircut
• Press your uniform
• Make certain your tie is straight
Set Up the Room the Way You Want It

• Identify where you are supposed to be
• Use the dry erase board to present your outline
• Organize your notes BEFORE you begin speaking
Begin Your Presentation

• Introduce yourself (remember to assume the role)
• Explain the purpose of the meeting
• Provide an outline of what to expect
Rules of Oral Presentations

• Tell them what you are going to cover
• Explain the time frame
• Present your topic
• Summarize what you told them
• Ask if they have any questions
Monitor Your Time

- Remember, this is a timed exercise
- Presentation too short.....
- Presentation too long..................
Subjective Criteria

• Do you look the part?
• Do you act the part?
• Do the raters see themselves in you?
Grading Criteria

- Oral presentation skills
- Use of proper grammar
- Subject knowledge
- Stay on point
- Ability to command a room
- Rapport with evaluators
Good Luck!

Those who prepare are usually rewarded.
Questions?

AspiringFireOfficers.com