

Seales (2022) and Bânhegy and Nagy (2020) propose some tips for a successful oral performance:

**The Do's and Don'ts of an Oral Presentation**

<b>The Do's</b>	<b>The Don'ts</b>
<p>Before the d-day, practice as much as you can until you reach the best out of yourself. The more you practice, the more you can decrease some bad habits. You can rehearse:</p> <ul style="list-style-type: none"> <li>• in front of other people who will review it and give you feedback to improve its quality</li> <li>• by presenting in front of a mirror or recording your performance.</li> </ul>	<p>Avoid presenting without a pre-rehearsal</p>
<p>On the day of the presentation, come early to make sure that the equipment is working properly and to avoid last-minute problems that would delay the presentation</p> <p>Have a plan B for any technical problems that may arise on the d-day, forexample, by sending a copy of the PowerPoint presentation to your teacher in advance, or bringing a second computer in case the first one has problems or runs out of battery and there is no outlet in the classroom.</p>	<p>Avoid arriving late on the day of your presentation as it will create a bad impression</p>
<p>Follow a specific outline that will allow you to mention only the most important elements</p>	<p>Do not deviate from the main theme, and do not tackle many topics at the same time; stay focused</p>
<p>Move smoothly from one slide to the next by using transition vocabulary that would signal to your audience the beginning, the transition between slides, and the end of your speech</p>	<p>Do not rush your presentation</p>
<p>Speak at an appropriate pace</p>	<p>Do not speak quickly</p>
<p>Make eye contact and address your entire audience by slowly turning your headaround in the classroom.</p>	<p>Do not look at the floor when presenting, and do not turn your back to your audience</p>
<p>Use body language to explain your ideas</p>	<p>Avoid standing still without using body language</p>
<p>Use an audible voice so that the audience can hear you</p>	<p>Avoid speaking with a low voice that is difficult to hear</p>
<p>Keep in mind that the slide should only be a support for your speech which will help you rememberthe order of your ideas. The explanation should be done orally</p>	<p>Do not read from your slides; it will bore your audience</p>
<p>Be natural, spontaneous and improvise if you forget a word.</p>	<p>Do not show to your audience that you have memorised your speech. Avoid using filler words like “heu” and “hum” when you forget a word.</p>
<p>When presenting, show to your audience that you are confident and that you master your topic</p>	<p>Do not show to your audience that you are nervous or shy and that you do not master your topic.</p>
<p>Make your presentation memorable by being creative, original, and attractive to your audience. Try to make it useful and easily understood by your audience</p>	<p>Do not render your presentation boring and mis-understood by your audience</p>

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Even if you are distracted by an unforeseen situation during your performance, take a long breath, try to remain professional, and do not let it ruin your performance	Avoid panicking in front of your audience
If you work in a group, try to divide equally the amount of time allotted to each member.	Do not talk more than the other members of your group; do not be selfish.
Respect the time limit allotted to you	Do not exceed the time limit; make your presentation short.
-Listen carefully to the questions asked by the audience, understand them, and take your time to think before answering. -You can anticipate some questions that will likely be asked and prepare them in advance.	Do not rush to answer the questions asked by the audience, do not provide long or irrelevant answers, and do not be ashamed of saying "I do not know".
Accept any criticism from the audience and remain professional	If you receive harsh criticism, there is no need to be on the defensive
Thank the audience for taking the time to listen to you.	Never finish your performance without thanking your audience
Attend some online or onsite conferences performed by experienced teachers/researchers in order to have insights and be inspired by them.	Do not take for granted your public speaking abilities. There is always room for learning and improvement.