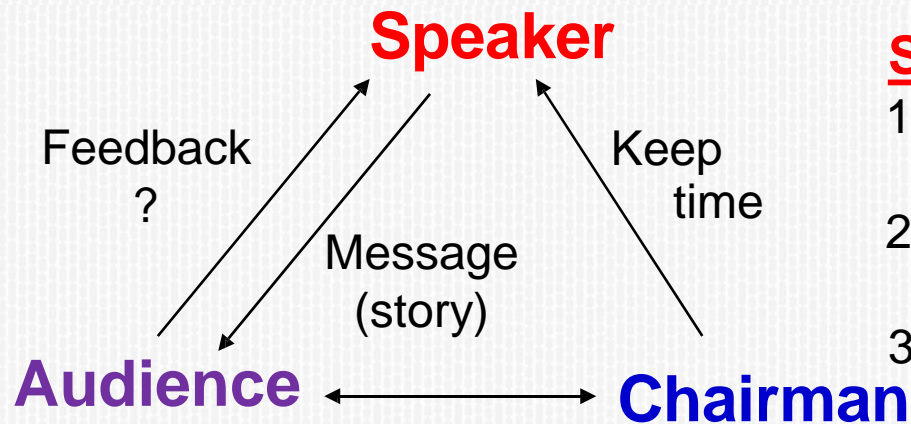


Oral Presentation Flow and roles



Speaker's Job

1. Go to podium and open presentation file (F5 key)
2. Deliver a presentation that audience can understand (send a message)
3. Answer questions asked by audience

Chairman's (mediator's) Job

1. Introduce speaker
2. Time keeper
3. Asks for question, clarifies questions & answers
4. Encourage discussion between audience and presenter

Audience

1. Listen to presentation, receive the presentation message
2. Ask questions, request clarification, offer opinions (if disagree with message)
3. Make comments or suggestions

Oral Presentations Roles

Speaker	Chair	Audience
Goes to podium, open file from PC	Receives timer	
Press F5 key, begins talk	Introduces speaker	Listens the presentation
Finishes talk	Keeps time, 11 min	
Responds Question and Answer session	Opens discussion, for 3 min, encourage discussion	Give comments and ask questions
Closes file, takes seat	Stops discussion & thanks the speaker	