

## Oral or Visual Reports

<u>Type</u>	<u>Use</u>	<u>Definition</u>	<u>Main Components</u>	<u>Tips</u>
<b>Presentations</b>	To display key presentation points in order to enhance understanding, illustrate ideas, and break down complex concepts into simpler ones.	PowerPoint is presentation software that allows you to create slides, handouts, notes and outlines that enhance your oral presentation. It is the most common type of public presentation.	<p>A presentation includes:</p> <ol style="list-style-type: none"> <li>1. Title</li> <li>2. Purpose</li> <li>3. Objectives</li> <li>4. Background</li> <li>5. Findings</li> <li>6. Recommendations</li> </ol>	Text should be minimized on each visual by using six to eight words per line and six to eight lines per visual. Be sure your equipment works, the lighting is appropriate, and there is enough time to include this type of presentation.
<b>Exhibit</b>	For large events like fairs or conferences. A good way to network, put information into people's hands, and create awareness among large audiences.	Display boards or an arrangement of materials and publications about your program usually set out on a table or in a booth.	Should include a title, several bulleted statements that convey your message, photographs, and or illustrations.	Exhibits that have a gimmick are most successful at attracting an audience. "Make and take" activities, free gifts, and candy are attractions that draw people to the exhibit.
<b>News Release</b>	To raise public interest in a study or evaluation you have conducted.	Interesting, news worthy summary that is sent to newspapers, radio, and television stations, highlighting only the most important details of your evaluation or study.	Begin with the most important information, using an eye-catching message. Use quotes by program principals or participants that draw attention to important information. Include the name, phone number, and address of a contact person so reporters can follow up and verify information.	The news release should end with "###." This symbol will alert the reporter that the news release is finished.
<b>Posters</b>	For advertising programs, creating awareness, and piquing the interest of people interested in the results of your study.	A visually interesting board or placard that is used to promote a single idea, event, a point, or to generate interest.	Should include the name of the program, project, research, organization, the goal of the project, the findings from the research, etc. Should also contain bright pictures, photos, and graphics along with sound bites and interactive features.	Use questions (not just statements or pictures) to initiate an interaction with people. They entice people to find out more.  Different colors affect the eye differently. Bright colors can help attract attention resulting in higher response rates.

This table is adapted from content from: [http://www1.cyfernet.org/ncsu\\_fcs/beyonddata/present.htm](http://www1.cyfernet.org/ncsu_fcs/beyonddata/present.htm). Visit the site for more information!