

Tips for planning an oral

Draw a mind-map to answer the following questions. The mind-map is to help you get the information about the oral into a picture, all on one page.

A mind-map starts with your topic in the middle of a page and arms or branches coming from your topic with the answers to the following questions.

1. What is my topic? (This is the starting point of the mind-map, the centre.)
2. Who is my audience? Who your audience is will affect
 - a. The language you use. Formal or informal language.
 - b. Your tone. Light-hearted or serious.
3. What is the purpose of my oral? Is it to
 - a. Inform, to give facts
 - b. Report, to answer a question
 - c. Explain, to describe something or how it works
 - d. Tell a story, to be imaginary
4. What is expected of me?
 - a. What are you expected to do
 - b. How long you are expected to talk
 - c. Whether your oral must be based on fact or can be imaginary
5. What will make my oral memorable? Do I need visual aids or props?

Once you know these you can start to plan your oral. Each oral will give you different answers to the questions above and each mind-map will look different from the next.

Deciding what you are going to say can be difficult, but knowing the answers to the questions above can help you write a better oral.

Starting to write your oral

Keeping in mind the answers you find in your mind-map, start to think of ideas and things to say or talk about.

In the process of writing your oral you may change things a few times, that's okay.

1. Start by jotting down some basic ideas.
2. Write a little further about each idea.
3. Add a little information and add ideas as they come to you until you think you have enough to talk about in your oral.
4. Try to order your ideas so that there is a beginning, a middle and an end. Check that the different ideas make sense and follow on from one another.
5. Once you have decided the order of your ideas and information put the ideas in order on small cards or pieces of paper about $\frac{1}{4}$ of an A4.
6. Highlight the key words or parts of a sentence that will help you to remember what you are talking about.
7. If you are using props or visual aids remember to practice and have them ready for the day.
8. Then practice until you feel you are not reading the oral but telling the oral.

