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Assignment	# 01
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**Oral Presentation:** Oral Presentation which is common in different courses they may be longer or shorter including slides and another aids and be done independently or group. We have the opportunity to convey lectures seminar as well .the similar planning and structuring of an oral presentation of writing an essay accept we need to be conscious of audience and use informal language instead of written .

### **1- Objective of oral presentation:**

- The reports and comprehension of the topics covered in the class.
- Implementing the knowledge which is gained from the lecture references and the reports .
- It helps student to gain in depth knowledge on the topic covered in the class.
- Improving student self confident.
- It helps to enhance communication skill and presentation.
- Its helps in future linguistic course.

Opening imagines:

- The first word which use this approach is “imagine” or “supposition” then you give the receiver a scenario that they can related which is the main purpose of your presentation

### **Presentation Conclusion:**

- Important part of any presentation is good presentation conclusion. Some audiences focus on your starting presentation so you may have to improve the starting point of your presentation .for good presentation conclusion effective summary, the recommendation and opportunity to address any open issue through question.

### **2- Preparing oral presentation:**

- Understand the assignment.
- Chose a topic.
- Assess resource requirements.
- Gathering information.
- Determine your presentation style.
- Fill in outline.

- Revise and fill the gap.
- Prepare visual aids.
- Prepare for possible question from the audience.
- Read script for timing and edit to fit time constraints.
- Rehearse speech.
- Practice speech with technology.
- Practice relaxation strategies.

### **3- Kinds of oral presentation:**

There are many kinds of oral presentation. The main purpose of this presentation is to give fundamental details present facts and to convince using video chat, aural clips and power point slides can create such kind of presentation is systematic.

These kinds of presentation used when the sender wants to meet many peoples to tell to convey details. Such format give the member in opportunity to ask question related to specific point.

Educational presentation is the one kind of oral presentation. Which contains learner how has been assigned a specific by tutor. to gain such duty learner will have to search for a certain subject after completing the research .the learner will have to depict the detail that has been combined to the class if the receiver has been assigned a convince speech they will have the duty of particular side of the quarrel and showing the detail from that they gained.

### **4- The way of delivering oral messages:**

- Extemporaneous.
- Reading.
- Memorization.
- Impromptu speaking.

### **5- Strategies for using in effective oral delivery.**

**1-Consider your listener:** for effective presentation you should be targeted to meet main needs, wants and emotion of your receiver.

**2-Ensure your audience knows what is in it:** If the answer is not much you may as well pack up and leave before leave them.

**3- Begin with the end in mind:** Let the audience know what they expect people buy benefits not promises and generalities than bear no relevance to their lives. So at first time in mind to the needs of the audience or customer you are speaking to.

**4-Speak as if to one individual:** Convey your lecture as though every people was the only one in the room and your speaking to directly to them .if you are prepared for the topic give them assurance that buy the time they will leave the presentation and their understanding knowledge is increase and will be able to apply information given.

**5- Practice your presentation style:** Be care full that you delivery will use three different styles namely audio, visual and kinesthetic.

**6- Strategies for effective non-verbal delivery:**

-A voice that is satisfying and easy to listen is to tune full

-the term sound refer to the degree of highness lowness of a sound .the standard for an effective communicator is a sound that can be raised a some levels without sounding squeaky and lowered at some level.

-An effective sender use sound change to show a change in the message

.at the end of sentence droppings the sound mark a statements, raising the sound mark the question.

-Receiver want a clearly hear a speaker without marking to do so without being blasted out of their chairs. The receiver is more active to a point that is stated at a lower volume.