**NAME: EMAN FATIMA ID#15710**

ENGLISH ASSIGNMENT NO 2

**ORAL PRESENTATION AND SHEECH**:-

**WHAT IS PRESENTATION**?

The purpose of a presentation may be to provide information, persuade the audience to accept a point of view, or encourage them to take action. Knowing your purpose will help you decide what to include and how to structure your presentation.

**WHAT IS ORAL PRESENTATION?**

An oral presentation is a short talk on a set topic given to a tutorial or seminar group. In an oral presentation one (or more) speakers give a talk to a tutorial group and present views on a topic based on their readings or research.

An oral presentation is generally a speech or vocal performance, occasionally accompanied by visually based presentations such as a slideshow.

An oral presentation is where you show your knowledge on a particular subject. You might be able to choose your topic, or maybe you have been given something to research and talk about to audience.

**SPEECH:-**

 Speech is human vocal communication using language. Each language uses phonetic combinations of vowel and consonant sounds that form the sound of its words, and using those words in their semantic.

## OBJECTIVES OF ORAL PRESENTATON AND SPRRCH:-

 The purpose of an oral presentation may be to provide information, persuade the audience to accept a point of view, or encourage them to take action. Knowing your purpose will help you decide what to include and how to structure your presentation.

## SCOPE OF ORAL PRESENTATION AND SPEECH:-

The oral communication skills hold great importance in interacting properly with people. Face-to-face meetings and speeches were the main forms of communication in earlier times. Effective listening in the workplace is important just like speaking.

## OPENING OF ORAL PRESENTATION AND SPEECH:-

* First of all Welcome your audience and introduce yourself.
* Capture their attention.
* Identify your number one goal or topic of presentation.
* Give a quick outline of your presentation.
* Provide instructions for how to ask questions.

**IN CASES OF FORGETING HOW TO OPEN SPEECH:-**

* Quote. Opening with a relevant quote can help set the tone for the rest of your speech. ...
* “What If” Scenario. Immediately drawing your audience into your speech works wonders.
* “Imagine” Scenario.
* Question.
* Silence.
* Statistic.
* Powerful Statement/Phrase.

## CONCLUSION OF ORAL PRESENTAION AND SPEECH:-

At the end of a good presentation, you will have mentioned your main points in your introduction, your body, and finally in your conclusion summary. A good signal to the end focuses the audience's attention one last time, so that you can mention your main points again as well as your recommendation.

# PRERARING ORAL PRESENTATION:-

* Organize your thoughts. Start with an outline and develop good transitions between sections.
* Have a strong opening.
* Define terms early.
* Finish with a bang.
* Design PowerPoint slides to introduce important information. ...
* Time yourself.
* Create effective notes for yourself.

# KINDS OF ORAL PRESENTATION:-

There are two basic types of oral presentations that you will likely be called upon to deliver during your educational career and beyond informative presentations and persuasive presentations.

# WAYS OF DELIVERING ORAL MESSEGES:-

* **EXTREMPORANEOU:** allows a speaker to use notes or an outline preferable in the form of small cards (3-5inches) that can be held discretely in the palm of your hand.
* It allows more eye contact with the audience and is the most popular way of presentation.
* **READING:** political figures and policy makers etc. Who can’t afford to make any mistake in their messages prefer reading from a written text.
* **MEMORIZATION:** this technique is rarely used as there is a limit to how much we can instantly remember.
* **IMPROMPTU:** if you are asked to speak without any prior prepared, you should not be caught unprepared.
* You should make notes of the discussions being held in the meeting so that you can speak effectively when called upon to do so.

# STRATEGIES FOR USING AN EFFECTIVE ORAL DELIVERY:-

* Be excited.
* Speak with confidence.
* Make eye contact with the audience.
* Avoid reading from the screen.
* Blank the screen when a slide is unnecessary.
* Use a pointer only when necessary.
* Explain your equations and graphs.
* Pause.

# STRATEGIES FOR EFFECTIVE NON-VERBAL DELIVERY:-

* Maintain Eye Contact. Establish eye contact when speaking to others. ...
* Use Your Facial Expressions. Your facial expressions convey your emotions. ...
* Be Considerate of Personal Space.
* Mind Your Posture.

**NOTE: sorry madam I m late for submission of assignment #3 due to some reasons, I request you to accept my assignment. I will be thankful if you accept my request.**

ENGLISH ASSIGNMENT N0.3

## READING SKILLS:

##  Definition

Reading skills lead a person to interact and gain meaning from written language. There are several components one must master which lead to independently comprehending the intended message being relayed in the written content. First is phonemic awareness which is defined by the National Reading Panel as “recognizing and manipulating spoken words in language”. Next is phonics defined by the same group as “understanding letter-sound correspondences in reading and spelling” then oral reading fluency which is “reading text with speed, accuracy, and expression.” The forth component is vocabulary defined as “understanding words read by linking the word to oral vocabulary” and lastly is comprehension defined as “directly teaching students to be aware of the cognitive processes involved in reading”.

Typically developing children will start to acquire reading skills in preschool and continue to learn along a continuum until they reach an independent…

## ACTIVE READING DEFINITION:-

Active reading simply means reading something with a determination to understand and evaluate it for its relevance to your needs.

Simply reading and re-reading the material isn't an effective way to understand and learn. Actively and critically engaging with the content can save you time.

### TECHNIQUES:-

Try these techniques to make your reading active

* You can easily see which points you identified as important. Be selective - too much highlighting won't help.
* Make annotations in the margin to summaries points, raise questions, challenge what you've read, jot down examples and so on. You can do this in printed books or e-texts. This takes more thought than highlighting, so you'll probably remember the content better. (Use sticky notes if you don't want to mark the text.)
* Read critically by asking questions of the text. Who wrote it? When? Who is the intended audience? Does it link with other material you've studied in the module? Why do you think it was written? Is it an excerpt from a longer piece of text?
* Test yourself by reading for half an hour, putting the text away and jotting down the key points from memory. Go back to the text to fill in gaps.
* Look for 'signposts' that help you understand the text - phrases like 'most importantly', 'in contrast', 'on the other hand'.
* Explain what you've read to someone else.
* Record yourself reading the module material or your notes, and listen to the recording while you're travelling or doing household chores.

### SKIMMING:-

Skimming and scanning are reading techniques that use rapid eye movement and keywords to move quickly through text for slightly different purposes. Skimming is reading rapidly in order to get a general overview of the material. Scanning is reading rapidly in order to find specific facts.  While skimming tells you what general information is within a section, scanning helps you locate a particular fact. Skimming is like snorkeling, and scanning is more like pearl diving.

### GENERAL READING:-

 Learning the facts surrounding specific topics and issues can sometimes be difficult. The ability to access information and use reading skills to learn more about a specific topic is a skill that people use each day. Whether readers are trying to form fact-based opinions or they are simply seeking to broaden their horizons, the ability to gather main ideas and comprehend written information is essential.

## CAREFUL READING:-

Careful reading refers to different operations where the reader attempts to extract complete meanings within or beyond sentences right up to the level of the entire text so as to construct the text macrostructure.