

# **Assignment No 2.**

## **1.Oral Presentation and Speech:**

The oral presentation means delivering an address to a public audience. It also refers to public speaking and/or speech-making. It is a brief discussion of a defined topic delivered to a public audience to impart knowledge or to stimulate discussion. The skill in oral presentation is equally as important as effective writing.

## **2.Explanation:**

Oral presentations are one of the most common assignments in college courses. Scholars, professionals, and students in all fields desire to disseminate the new knowledge they produce, and this is often accomplished by delivering oral presentations in class, at conferences, in public lectures, or in company meetings.

## **3.Steps for Oral presentation and Speech:**

Oral presentations typically involve three important steps:

- I. Planning
- II. Practicing
- III. Presenting

### **I. Planning**

Oral presentations require a good deal of planning. Scholars estimate that approximately 50% of all mistakes in an oral presentation occur in the planning stage. It is also called lack of a planning stage.

#### **a. Issues faced while planning Oral Presentation and Speech:**

Make sure to address the following issues:

##### **1. Focus on your Audience:**

Focus your presentation on the audience. Your presentation is not about how much you can say, but about how much your audience can understand.

##### **2. Organization is the key:**

Organize your information in Oral presentation into three to five points/categories. Audiences can only easily remember a maximum of three to five points.

##### **3. Build Repetition:**

Listening is much different than reading. Your audience cannot go back and read over something they missed or did not understand. Build repetition through internal summaries, transitions, analogies, and stories.

#### **4. Opening:**

Introduce yourself if needed, providing your affiliation or your credibility. Create an effective opening that will interest your audience and in order to achieve it pose a question, give some amazing fact, or tell a short interesting story. Tell your audience and explain why you are explaining it because it is important for them to learn about the topic.

#### **5. Main Body Of Oral presentation and Speech :**

Explain your points in your Oral presentation plus provide sufficient evidence about your topic. Use analogies and stories to explain complicated ideas and to build repetition.

#### **6. Conclusion:**

Summarize your point and try to talk about future action and what is required to talk this problem. End your speech by saying "Thank You." In the end of your speech.

### **II. Practicing:**

Practicing your presentation is very essential. It is at this stage of the process that you figure out word and phrase emphasis and the timing of your sections and overall presentation. • Record your presentation and review it in order to know how you sound and appear to your audience.

### **III. Presenting:**

Make your audience feel comfortable and engaged with both you and the material of the presentation. So, maintain eye contact with audience. Be aware of your body posture. Be enthusiastic about your topic and don't forget to Smile.

## **2. Preparing Oral Presentation:**

Preparing an oral presentation is much like preparing any other assignment, it needs to be planned, researched, and written before it is delivered.

1. Examine the assignment criteria provided in your course and outline carefully. Make sure you know exactly what to do. Make an argument, explain or discuss something because it's an effective way to present a speech.
2. Analyse your audience. What are their needs, and what is their knowledge level.
3. Research your topic. Make main points in your speech. Use your course reading list to find additional relevant information.
4. Read and consider the tutorial readings carefully. Express your own conclusions about the opinion or argument that what you think the author is trying to express.
5. Organise your material and think about the length of time you have to speak and the amount of information you can include.
6. Plan and prepare your visual supports.
7. Rehearse your presentation and get its length right. Ask a friend or sibling to listen you and correct you.

## **3. Kinds of Oral Presentation:**

There are four kinds of Oral presentation which are listed below:

a. **Impromptu Oral Presentation:**

Impromptu Speech is a speech that has no advanced planning or practice. Reflecting on your speech, you are probably thinking about what you could have done better.

**Example:**

Suppose while attending your best friend's wedding, the guests begin chanting your name followed by the words Speech, so such speech is known as Impromptu speech. Another example is when teacher ask you to give speech after lecture.

b. **Extemporaneous Oral Presentation:**

The extemporaneous speech is a perfect balance. This speech involves the speaker's use of notes and some elaboration to deliver a speech.

**Explanation:**

A speaker who uses this method would have note cards or prompts that guide him from point to point, but he uses his own words as he goes along. What makes this different than an impromptu speech is that he has a loose guideline for his speech. He did not memorize anything; he just used cues to know where to go next. This is not something that can be done quickly. The same fact finding, and research used for other types of speeches must be used here. The speaker also must rehearse this speech for timing, rhythm, and flow.

c. **Manuscript Oral Presentation:**

Manuscript Speaking is a written text read to an audience from a paper script. When a speaker writes out their entire speech word-for-word then that document is called a speech manuscript.

d. **Memorization**

The memorization method is a form of speech delivery that involves fully memorizing a speech, from start to finish, before delivering it.

**Advantage:**

This method of delivery allows a speaker to move around the stage or platform and maintain eye contact with the audience without relying on a script or notes.

**Types of Oral Presentation :**

There are two types of oral presentation which are:

**1. Informative Oral Presentation :**

The purpose of informative presentations is to promote understanding of an idea or to convey information.

**2. Persuasive Oral Presentation:**

The second type of presentation is a persuasive presentation. The goal of a persuasive presentation is to influence a change in the belief, attitude, or behaviour of another person when that person has some degree of free choice.

**Ways of Delivering Oral Presentation:**

In addition to planning the content of your presentation, you need to give advanced thought to how you want to deliver it. There are four delivery methods which are:

a. **Speaking from Memory:**

A distinct advantage of speaking from memory is your ability to speak to the audience without relying on notes or a script. This allows you the flexibility to move and to maintain eye contact with the audience. However, speaking from memory has disadvantages, too. Presentations from memory often sound rehearsed and the possibility exists that you'll forget an important point.

b. **Speaking from Notes:**

Many people like to speak from notes. Typically these notes are either on cards or paper in outline form and contain key ideas and information. The benefit of delivering a presentation from notes is that you sound natural rather than rehearsed and you can still maintain relatively good eye contact with the audience. The downside is that you might not express your key ideas and thoughts.

c. **Speaking from Text:**

Speaking from text involves writing your speech out, word for word, then basically reading from the text. As with speaking from memory, an advantage of this method is that you plan, in advance, exactly what you're going to say and how you're going to say it. A disadvantage is that you might appear to the audience to be stiff or rehearsed. You will need to make frequent eye contact and speak with expression to maintain the audience's interest.

## **Strategies for Using an Effective Oral Delivery:**

Being a Credible speaker needs some strategies which are listed below :

a. **Be Accurate:**

Be accurate and exact with quotes, names, dates, and facts. Practice pronouncing names correctly

b. **Provide Support for Your Ideas :**

It's not enough just to make a statement, you need to back it up by providing information, quoting an expert, or speaking from experience. The point is, it's not enough to state your ideas, you need to be able to explain why you have those ideas.

c. **Dress Properly:**

Dress in a professional manner. If you want to be taken seriously, then dress accordingly. Being the worst dressed person in the room just won't do.

d. **Visual Support:**

Visual aids can enhance your presentation if they are well designed and look professional. Be certain to use the visual aids when you practice your presentation

e. **Know your Material:**

Knowing the material will help you speak more quickly and fluidly. Research has shown that a speaker's credibility is enhanced by speaking more quickly and without hesitation. People who speak faster are perceived to be more intelligent, more confident, and more effective than people who speak slower.

f. **Appropriate Language:**

Don't try to impress them by using words they don't understand. Use language that's appropriate for the audience. The use of incorrect grammar may be taken as a lack of knowledge on your part.

**g. Using Humor Effectively:**

Integrating humour into your oral presentation helps enhance and maintain the audience's attention and interest. Beginning a presentation with a joke or humorous story is a great way to break the ice.

**h. Voice:**

Using your voice effectively can have a great impact on your delivery. The best speaking voice is conversational, natural, and enthusiastic. Alter the pitch (high and low) of your voice to prevent yourself from sounding monotone. Don't alter the pitch too much, however, because this may make you sound unnatural and speak loudly enough to be heard by everyone in the room.

**i. Gestures:**

Maintain eye contact with members of the audience to keep their attention level high. Use positive facial expressions such as smiles, expressive eyes, and looks of empathy and encouragement to communicate feelings and emotions.

**j. Controlling your Nervousness:**

Most people are a little nervous when they speak in public. In fact, a little nervous energy can enhance a performance or presentation. It is important to control this nervous energy, however, so that it remains a positive motivating force rather than a debilitating one.

## **Strategies for Effective Non-Verbal Delivery.**

Following are the effective non-verbal delivery:

1. Pay close attention to what the person says. Really listening to what the person is telling you is crucial to being a helpful listener.
2. Maintain comfortable eye contact. Don't avoid eye contact but do avoid staring. It's important to meet someone's gaze. It shows you are interested and that your focus is on them.
3. Maintain an open body position. Avoid crossing your arms over your body - it may appear defensive. When your body position is open, it conveys that you are open to listening.
4. Sit down, even if the person is standing. Being on the same level as someone appears less threatening and can make them feel more comfortable, while avoiding feelings of tension or nervousness when having personal conversations.
5. Sit alongside and angled toward the person rather than directly opposite them. This allows the conversation to feel friendly and nonconfrontational. No one wants to feel like they're being interviewed.
6. During a sensitive conversation, it may be tempting to fidget, but it can be distracting to the person who is talking. It could also make it appear that you are uncomfortable, nervous or bored.