

IQRA NATIONAL UNIVERSITY



Communication Skills Assignment

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Oral presentation

Oral presentation is display of ideas, information, feelings and opinions by using different sounds of language,

OR

Oral presentation is a formal structural and systematic presentation of message to listeners.

It is Speaking and expressing your thoughts and ideas among the peoples in a clear manner.

It is also known as “public speaking”

Steps of oral presentation

Objectives of oral speech

The main objective of oral presentation or speech is to convey or provide information to the receiver so that they remember it. It allows people to connect with the work and encourages discussion and feedback. The risk is that people remember very little. The way that people would remember depends on the quality of the presentation. The most common ways to make others aware of the work being done is by giving oral presentations.

Some objective of oral presentation are follow:

1. To Inform
2. To Educate
3. To Convince
4. To Persuade
5. To Lead to Action

Scope of oral presentation

Scope means the possibility of any particular subject in a particular field.

It can be understood by dividing in to two parts.

(A) Internal (with in organization)

Organization communication is the sending and receiving of messages among interrelated individuals within a particular environment to achieve common goals. Type of oral communication commonly used within an organization includes staff meeting, personal discussions, presentation and informal conversation.

(B) External (outside the organization)

Oral communication on with those outside of the organization might take the form of face-to-face meeting, telephone calls, speeches, teleconference and videoconference.

Opening and conclusion of oral presentation

Your Introduction has set the set up for what's you do next .The receivers knows your expertise and is excited to see and hear you. The beginning of the oral presentation is key because it is your introduction of yourself to the people / recovers. Whatever you say in those first few seconds may set the tone for the rest of the presentation.

Some steps have to follow during presentation

1. Center Yourself
2. Make Eye Contact
3. Gaining attention and Interest of listener
4. Speak Clearly
5. Practice Your Speech

A weak ending makes the receivers/ listeners sad and not interested and they forget your message in a few while strong ending makes them happy and interested so that they never forget your message. A few point which makes your ending strong.

1. Close your presentation with summary or summaries your presentation
2. Do not end with question
3. Make it clear that you are going to finished your presentation

Preparing oral presentation

In preparing oral presentation we have to remember some points

1. Ensures all important ideas are covered
2. Ensures difficult ideas are explained effectively
3. Know exactly what is required for presentation , when you will be presenting and how long the presentation must be
4. Pick a topic, if one was not provided, if you have to pick topic then pick such topic that you are familiar with and you can easily convey your message and satisfied the listeners too.
5. Determine the main purpose or objective of your presentation
6. Write a rough note of your oral presentation. The rough note will only be used to organized your material in a such way that makes sense

Kinds of oral presentation

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

(A) Informative presentations

The purpose of informative presentations is to promote understanding of an idea or to convey information. They are often used to provide people with information about a concept or idea that is news.

(A) Persuasive 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 behavior of another person when that person has some degree of free choice.

Ways of delivering oral presentation

There are four methods or ways to deliver oral presentation

Extemporaneous

The extemporaneous method is ideal for most speaking situations. While it requires a great deal of preparation, it allows for great flexibility for the speaker, often delivering a much more engaging speech.

1. This method is preferred by listener and speaker
2. These are clearly uttered words and type of unregulated
3. It allows more eye contact
4. Sometimes carefully prepared and delivered without notes
5. A speaker may highlight key points in the speech and memorize a few portions of the speech
6. The extemporaneous method of delivery gives a speaker the flexibility to deliver a speech in a natural manner while maintaining eye contact with listener

Reading

The manuscript or reading method is a form of speech delivery that involves speaking from text. With this method, a speaker will write out her speech word for word and practice how she will deliver the speech. A disadvantage of this method is a person may sound too practiced.

1. People use this method when they do not want to make a mistake

2. Speaker on television often 'read' from a teleprompter, advice allowing them to read their words directly from script passing in front of camera

Memorization

The memorization method is a form of speech delivery that involves fully memorizing a speech, from start to finish, before delivering it. This method of delivery allows a speaker to move around the stage or platform and maintain eye contact with the listeners without relying on a script or notes.

1. Only few persons memorized whole speech
2. There is risk of forgotten the precise words

Impromptu

The impromptu speech is spur-of-the-moment, with little to no time to prepare for this type of speech. For this method, you may be asked to give a few remarks, or share your thoughts with the group. The important thing to remember with this type of speaking is to know your main point, limit your thoughts to two to three ideas, and wrap it up with a conclusion.

Strategies for an effective Non-verbal delivery

For effective non-verbal delivery the presenter should maintain eye contact at all times with the audience he should use his facial expressions according to his remarks he should mind his posture and he should be aware of the tones and sounds that he makes in the presentation. The presenter should be respectful and considerate during the presentation.

Strategies for an effective oral delivery

An effective oral presentation has more to it than just standing up and delivering information, the presenter must make sure to best communicate with the listeners, he must organize his message and start the presentation with strong opening remarks he should define terms early and expressively. He must make sure that his listeners remain interested in the presentation at all time and he should not lost track of time and should end the presentation with inclusive remarks that sum up most of the presentation.

