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- **Definition of Oral Presentation:** The action of communication in which one speaker is doing most of the sending and a number of listeners are doing most of the receiving.

For Oral presentation you must follow the following steps:

- 1) **Objectives of Oral presentation:** The main purpose of an oral presentation is to present subject content in an organized, concise and effective manner to a live audience. When delivering an oral presentation, certain challenges require ingenious techniques to engage into an impromptu interaction with the audience members.
- 2) **Scope of Oral presentation:** The oral communication skills, holds 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.

Understand the background of your audience scope of session.

Who'll be there? What'll they know?

- Know who the session leaders are
- Know who the other speakers are...

- 3) **Conclusion of Oral presentation:** Your conclusion gives the audience their last impression of you and your content. Now is the time to emphasize your most important points. Know exactly how you plan to wrap up your presentation and leave your listeners with an image of confidence.

By the time you reach your conclusion, the audience has been educated about your topic. You can build on this understanding in your closing. For example, you could consider the implications of your message for the future or call your audience to action.

Whatever closing words you choose, give the audience a moment to process your final idea before asking for questions or exiting.

- 4) **Preparing of Oral Presentation:** Determine the purpose of your presentation and identify your own objectives.

Know your audience and what it knows.

Define your topic.

Arrange your material in a way that makes sense for your objectives.

Compose your presentation.

Create visual aids.

Practice your presentation (don't forget to time it!)

Make necessary adjustments.

Analyse the room where you'll be giving your presentation (set-up, sight lines, equipment, etc.).

Practice again.

5) **Kinds of Oral presentation:**

- Seminars
- Workshop symposia
- Student and team presentation
- Departmental Presentations
- Industry conferences
- Press Inference of product launches
- Annual General meeting
- Profile presentation

6) **Ways of Delivering Oral Message:** WAYS OF DELIVERING THE ORAL MESSAGE One

has always four options in speaking. • Extemporaneous • Reading • Memorization

• Impromptu

1. EXTEMPORANEOUS: • This method is preferred by audience and speakers •

These are the clearly uttered words, sort of impromptu • Sometimes they are

carefully prepared and delivered without notes. • It allows more eye contact

Verbal and non-verbal involvement with the audience

2. READING:

• People made a manuscript when they don't want to make a mistake. • Speakers

on television often "read" from a teleprompter, a device allowing them to read

their words directly from script passing in front of camera lens.

3 MEMORIZATIONS:

• Few speakers memorize whole speech • There is a risk of forgetting the precise

words • Groping for words in front of an audience decreases your credibility

4. IMPROMPTU: • Last moment comments • To speak "off the cuff", without

preparation

7) STRATEGIES FOR AN EFFECTIVE ORAL DELIVERY: Pitch Monotone High or low

voice Same word value • Rate • Volume Contrast in emphasis Controlled Breathing

CONTINUED.... • Vocal quality Relaxing the throat, allowing an unrestricted sound

to enter the chambers of mouth, throat and nasal cavities. • Pronunciation Varied

Regional Accents Added or omitted sounds Listen to educated and cultural people

Consult a recent dictionary

8) STRATEGIES FOR EFFECTIVE NON- VERBAL DELIVERY: Posture: how you stand •

Movement Move to hold attention Move to get rid of nervousness Move to suggest

transitions Move to increase emphasis

CONTINUED • Gesture Illustrators Affect Displays Regulators Adaptors To emphasize

to point Vary gestures Watch timings

CONTINUED • Facial Expression • Appearance

9) Opening of oral presentation: The opening of a presentation can best state the presentation's main message, just before the preview. The main message is the one sentence you want your audience to remember, if they remember only one. It is your main conclusion, perhaps stated in slightly less technical detail than at the end of your presentation.