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Oral Presentation and Speech

Oral presentation involves communication between a speaker and an audience. An Oral Presentation is the process of presenting a topic to an audience. It is typically a demonstration, introduction, lecture, or speech meant to Inform, persuade, inspire, motivate, or to build good will or to present a new idea.

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

Making a good oral presentation is an art that involves attention to the needs of your audience, careful planning and attention to delivery

“ Present to inform ,not to impress ; if you inform you will impress”

Fredrick P. Brooks

Objectives;.

Before you begin to write your presentation, you must know its purpose .we generally communicate to produce a result. Ask yourself these questions to determine your objective; what is the subject of my presentation ? why I am giving this presentation ?what are the goals of my presentation ? what messages do you want your audience to take with them ?

Scope;.

The scope of the presentation refers to how much of the topic you address and the level of detail that you go into. A narrow scope allows for greater detail. Even a well structured and well delivered presentation will be unpopular if the audience feels that it went on too long. To ensure that your presentation fits the allotted time and to make sure you respect your audience member's time and attention.

Opening and Conclusion;

The opening and conclusion of your presentation are the most important. The opening is where you grab the audience's attention and ensure they listen to the rest of your speech. Get the audience's attention with a story, quotation, personal experience, etc. Identify the topic and indicate why it is relevant, important, or interesting. Make a transition to the first point in the body of the speech.

Conclusion;

In conclusion summarize your main points and do not give any new information in the conclusion. Restate the main points to show that you have covered all the points and achieved your aim to deliver the message effectively. Invite the audience to questions and re-answered the question.

Preparing oral presentation;

An oral presentation is more than just standing up and giving information. A presenter must consider how best to communicate the information to the audience. Use these tips to create a presentation that is both informative and interesting.

***Organize your thought.** Start with an outline and develop good transitions between sections.

***Have a strong opening.** Why should the audience listen to you? one good way to get their attention is to start with a question, whether or not you expect an answer.

***Define terms early .** If you are using terms that may be new to the audience, introduce them early in your presentation. Once gets lost in unfamiliar terminology, it is extremely difficult to get them back on track.

*Finish with a bang. Find one or two sentences that sum up the importance of your research . how is the world better off as a result of what you have done ?

***Design power point slides to introduce important information.** Consider doing a presentation without power point .Then consider which points you cannot make without slides. Create only those slides that are necessary to improve your communication with the audience.

***Time yourself.** Do not wait until the last minute to time your presentation. you only have 5 minutes to speak, so you want to know , as soon as possible , if you are close to that limit.

***Create effective notes for yourself.** Have notes that you can read. Do not write out your entire talk; use an outline or either brief reminders of what you want to say . Make sure that text is large enough that you can read it from a distance.

***Practice, practice, practice .** The more you practice your presentation, the more comfortable you will be in front of an audience. Practice in front of a friend or two and ask for their feedback. Record yourself and listen to it critically. Make it better and do it again.

KINDS OF ORAL PRESENTATION;

- Informative
- Persuasive

Informative Presentation;

The informative presentations 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 new.

Persuasive Presentation;

The goal of 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 MESSAGE;

We have four kinds of delivering oral messages or presentation.

*Extemporaneous

*Manuscript

*Memorizing

*Impromptu

Extemporaneous;

This method is based on notes and outlines. Making a presentation with an outline, note cards or visual aids is probably the most effective and easiest delivery method. This approach gives us opportunity to make eye contact with audience and also show you confidence. In case you think that there is need to explain your topic you can easily judge that thing from your listener, expressions.

Manuscript;

If you are delivering a statement which is having accurate facts and figures, you may want to read it. Government statements are sometimes read because the wording may be critical. If you select a way to deliver your speech, you have to practice enough so that you can read it efficiently. Large fonts of words can help you. In case you want cues, you may pause, may raise your hands etc. today, news readers on television often 'read' from the teleprompter.

Memorizing;

You should avoid memorizing your speech, especially if it is long. You may forget your speech. You must have to be flexible enough to adjust your speech. Sometimes, memorizing a quotation or few concluding remarks can boost your confidence.

Impromptu;

You might have to give an impromptu or unrehearsed speech if you are called onto speak unexpectedly or someone invites you on stage for public speaking or may for your remarks. You should avoid speaking unpreparedly. Unless you have enough knowledge on the same topic or you are an extra-ordinary public speaker.

Strategies for Using an Effective oral Delivery;

*Vocal Cues; A voice communicates a great deal more than words alone. A presenter's voice is a potentially powerful tool to make an oral delivery effective and impressive. The quality of a presenter's voice is determined by four characteristics; pitch, volume, rate, and tone.

*** Pitch;**

The term pitch refers to the degree of highness or lowness of a sound. The norm for an effective communicator is a pitch that can be raised a few levels without sounding squeaky and lowered a few levels without sounding grumbly.

***Volume;**

Listeners want to clearly hear a speaker without straining to do so and without being blasted out of their chairs. A presenter who speaks too loudly may be perceived as bombastic, aggressive, or insensitive to listeners. On the other hand, one who speaks too softly may convey the impression of being passive or puzzled.

***Rate;**

Rate is the number of words which you speaks per minute. Standard rate in public speaking is 160wpm, while in normal conversation rate is 250pm.

***Tone;**

The tone of voice with which a speaker expresses a point says more to an audience than the words themselves. A faltering tone of voice is perceived as confused. A hard tone of voice as aggressive.

Speech Patterns;

The term speech pattern refers to any vocal trait that is habitual. Although usually learned behavior , speech pattern are sometimes a reflection of a psychological or emotional condition. A person who repeatedly voices the phrase like " you know " may have acquired the habit from a peer group or the pattern may signal that the person is nervous when speaking before a group.

The speech pattern with which presenters are most concerned .

- Inflection
- Articulation
- Fillers
- Pauses

Inflection;

Proper inflection is the practice of altering the tone and /or pitch of voice to more clearly express or magnify meaning. It is effective communication technique that can help to sustain audience attention and make a message more memorable. Proper inflection is a speech pattern of skilled speakers who deliver each point in just the right pitch and tone that exactly conveys the information, how the speaker feels about the point, or how the speaker wants the audience to feel in response.

Articulation;

Articulation is the skill of speaking in clear syllables. Articulate speech is characterized by correct pronunciation. More articulate speech is developed by listening to articulate speakers and follow their speech patterns, checking a dictionary when in doubt about the pronunciation of a word.

Fillers;

One of the more distracting patterns of speech is the use of fillers unnecessary words or phrases that are repeatedly interjected into a message. Expression such as "uh", "um", "you know", "basically", add no meaning. Fillers interrupt the continuity of communication.

Pauses;

Pauses in a presentation can have the same effect. While a presenter is speaking, the audience is working at listening. A

moment of silence gives listeners an opportunity to digest what they have heard. Pauses help a speaker avoid the use of fillers. They can serve to slow a too rapid rate of speech.

***Strategies for Effective Non Verbal Delivery;.**

Things conveys the Effective non verbal Delivery

- * Gestures
- * Postures
- * Facial Expression
- * Appearance
- Eye contact

Gestures;.

At a simplistic level " any movement of the Hands , Arms , Head, Shoulders" are termed as Gestures. We communicate through nod of head, shake of the head. Appropriate gestures give physical expression to the spoken word .They are symbolic in nature , in that the meaning of many gestures is commonly understood among members' of the same cultures

• **Postures;.**

Posture is away in which a person walks, stands, or sits. Posture is important in projecting the right image . it show confidence or nervousness. Good posture is an attribute that contributes to a speaker's presence.

***Facial expression;**

From facial expressions, an audience derives a sense of how a presenter feels about a point and about them. A smile or a laugh suggests that your topic interest you. Our face is primary sight for expressing our

emotion. It shows our feelings. The feelings may be of love, hatred, joy, sorrow, anger, fear, etc.

***Appearance;**

Appearance means how you look and what you wear affect listeners it is the first and most visible thing an audience sees and something they view throughout a presentation . Our grooming, our clothing, our style all shape of appearance.

- **Eye Contact;**

Making eye contact with people in an audience is important because it send as signal that the speaker is connecting with them. Attention to eye contact forces a presenter to become sufficiently prepared so as not to be dependent on reading from notes. Making eye contact distinguishes relational presenters from information – bound speakers.

