

IQRA NATIONAL
University

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Assignment No

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Subject ~~Skil~~

Communication
Skill

Dept

BE Electrical

Submitted To

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01

Oral presentation:

These are a common requirement in many courses. It may be short or long with slides and other visual aids, and be done individually or also in group. In your Postgraduate studies, we have the opportunity to deliver lectures, seminars and tutorials as well and the more practice we have to any of these. The easier it gets. Planning and structuring an oral presentation is similar to the process of writing an essay except we need to be conscious of a live audience and use to speak language instead of writing. The final preparation and presentation differ significantly from editing or polishing an essay.

02

Steps

1)

ORAL Presentation Objectives:

↳

Ensure the comprehension of the topics in class and in reports.

↳

Reinforce the knowledge gain from lectures, references and reports.

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- ↳ Helping Students gain deeper insights on the topic covered in class.
- ↳ Enhancing Students Self Confidence.
- ↳ Improving Students presentation and communication skills.
- ↳ Prepare Students for the type of oral assessment required in the future linguistic course.

2 Opening - Imagine:

Get the audience to imagine an scenario. The first word using this approach is "imagine" or "suppose" you then give the audience a scenario that they can relate to and which is the main focus of your presentation. The method is more effective if you do not introduce yourself first but "hit them" with this statement first.

Example:

Computer science research students "Suppose you could reduce your equipment downtime by 10% what

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would be impact on
your productivity? profit and
My name is

and this is what
my research has
been looking at.

3 Presentation Conclusion:

A good presentation Conc.
clusion is very import
ant part of any
presentation and after
not given as much
attention as it

should. Many people
focus on starting
strong with a good
introduction and then
deliver good contents.

There is nothing
wrong with this

as they finish with
same good strength.
which they start

Many presentation that
I have seen is
end awkwardly which
can leave bad test
on audience mouth

A good presentation
have also a good
summary.

A sign to the
end is a one

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Sentence phrase that
is designed to show
you audience that you
are start your
presentations Conclusion.
It would be short
right before you
get in your in Summary
and should act
as a clear sign
to the audience.

03: Preparing An Oral Presentation:

Give students an opportunity to present a summary of their finding on a research question. A professor may assign an oral presentation so that students engage with a topic and learn to reduce their finding to fit within the time constraints of an oral presentation. In addition, these assignments allows students to become more confident and organize speaker. See Sample oral presentations Timeline and example of a Student

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using task analysis for
your oral presentation
for additional help.

The Academic Learning
Centre has also developed
handouts to break
down other tasks
Such as studying
for exam and
writing a paper.

1) Understand the assignment:
Find out criteria and
who will be grading. (5)
The professor or students?
What is expected of
you and what do
you want to learn
Analyse your purpose:
To inform, persuade,
motivate....

2) Choose a Topic: Assess your
audience re interest in
and knowledge of
topic choose something
you are untested in
create a working
thesis statement make
a working or
tentative outline of
presentation.

3) Gather Information:
What kind of

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information do you need, definition, description, analogy, example, statistics or testimony? is the information useful to the presentation? Does it add to the thesis (your idea)? Is it credible? Academic Learning Centre 2.

5) Determining your presentation style : once you have gathered the necessary info how do you want to present it? what kind of organizational pattern do you want to create for your presentation? Informative or persuasive.

6) Fill in outline : as in essay, you want to have an introduction, body and conclusion.

7) Revise and fill the gaps : are my ideas clearly and logically in order?

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Is the presentation arranged chronologically?
Is the presentation easy to follow?
What did I want to change?

8) Prepare your Possible Questions: Anticipate possible question and prepare responses if there will be a question period at the end of your presentation.

9) Read Script your timing and edit to fit time constraints: Be sure to stay within time constraints: Some professor will penalize you either going over or under the given time.

10) Practise Relaxation Strategies: Deep breathing and well-rehearsed presentation will turn nervousness into positive energy. Be aware of your voice rate of speech, tone, volume and non verbal communications nervous habits.

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Q9: Kinds of Oral Presentation:

There are many kinds of oral presentation. This are presentation which permit an individual to show the details of communication. The purpose of this presentation is to give present fact to convince, using video chat, fundamental detail, aural clips and power point slides. can create # more affectent presentations.

These presentation is used to meet the group or tell them details about subject. It have also another kind which is the kind of educational presentation. These kind of presentation contain learners who have assigned a specific by tutor. For the achieving of this duty learner also search a certain subject. After completing the search the learner will depict the details that will collected by the

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Class. If the learner have assigned a speech. They have a duty of choosing particular side of the showing the detail from the important point. The aim of this presentation is to talk about what the whole class will be picked. The learner should make their presentation based on details & which the class have collected. Sometimes learners have permission to ask question about presentation which provide the chance to understand the other learner's.

05: Ways of Delivering Message:
We have your kinds of delivering oral message or presentation.

1. Extemporaneous:
This method is based on notes and outlines. The most easiest and effective delivery method is to

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make a presentation from outline, notes, cards and visual aids. This type of presentation also give us the opportunity to show our confidence and make eye contact with audience.

2: Reading:

You always want to read that accurate facts and figures which you are delivering to others. All types of statement will read many times b/c the wording may be critical. you also read efficiently a speech which one you select for delivering.

3: Memorization:

If the speech is long then especially we should avoid to memorize it.

4: Impromptu Speaking:

You might have to give an unrehearsed speech if someone invite

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you on stage for public speaking or you are called onto speak unexpectedly or sometimes you remark and you are unprepared and sometimes you have more knowledge on selected topic and you are also an extra-ordinary public speaker.

06 Strategies for using in effective oral delivery:
We have some steps for this:

- 1 Consider your listener:
Frame your presentation as though you were sitting alone in audience. Very effective presentation wants the specific needs, and also wants the emotions of your audience. If there is relevance to their financial, emotional or physical well being then you have risk to lose their interest & focus after just two minutes.

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2. Ensure your audience
knows what's in it
for them :
you may well pack up
and leave before
bore them when the
answer is not
much with you.

3. Begin with the end
in mind :
People buy benefits
and outcomes, not
promises and generalities
that bear no relevance
to their lives so
begin with the end
in mind. a deliver
your presentation to
the needs of audience
or customer with
speaking you are.
How they can use
the information and
the direct benefits
to them.

84 Practice your Presentation
Style :
The most important
things and be aware
from that your delivery
will utilize three
different types such
as audio, visual

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and hands on, do
how do you move
between them?
To know surely it
wants practice just
is to try your
prepare presentation and
also organize a
video recorder. Then show
it to your trusted
friend, or partner, also
ask for their honest
and comments about
style and delivery.

07 Strategies of Effective Non-verbal delivery:

1. A voice that is
easy to listen is
mellow, it meant the
sound is jolly mature
and rich in tone,
it wants moderate,
The pitch is also
in medium, volume
is not too loud
or too soft,
and the rate is
neither too fast
nor too slow.

2. The word pitch means
refer to the degree
of highness and

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lowness of sound) The effective communication is a pitch she can raise you some level time without squeakily sound and low level you few level without grumbling sound. This range of sound allows a speaker to vary pitch for contrast while maintaining vocal quality that is pleasing to the ear.

3 ✓ Changes in pitch in change of message is indicate that presenter is effective presenter. In the end of sentence raising the pitch signifies question and dropping the pitch signifies a statement.

4: Audience and listener want to hear clearly a speaker without being blasted of their chair and staring to do so. A presenter who speak loudly

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may be perceived as aggressive, insensitive or bombastic to listener, and also who speak softly may convey the impression of unsecure and being passive. Audience is more attentive to a point that is started at a lower (but still clearly audible) volume.