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**Oral presentation and speech**

Presentation speeches are generally delivered by scholars, business persons, etc. It is typically a speech that has been delivered to convey some messages to the audiences. Scholars generally talk about their findings and researches. On the other hand, business persons need to deliver presentation speech in front of broad of directors, business managers and clients. From new product launch to innovative business ideas, presentation speech is an integral part of many business processes. A perfect presentation speech should be interesting as well as engaging. There must be interesting information and at the same time the speech should remain thoroughly contextual.

One can sit to oneself vast objectives to achieve while giving an oral presentation or speaking publically one has to most importantly remember to tackle what the main reason of the presentation is all about has to do a full research about the topic or oral speech being delivered to the audience.

The focus should not be moved of the opening few lines or paragraph which is spoken as an English saying goes by the first impression is the last impression you have to have a strong first impression to gain the attention the till end line or note you deliver to the spectators you have managed to gather till the end.

One has to prepare beforehand what to deliver and what is needed to be delivered to whom is it targeting to whom is it offensive not offensive who can benefit and who can not there so many dos and don’ts in every presentation one has to fully be aware of.

There so many kinds of delivering oral presentation with the inclusion of the technology it is not less to say it has brought easiness and comfort in every field.

Kinds of oral presentation as follows

**Seminars**

**Workshop Symposia**

**Student and team Presentation**

**Departmental Presentation**

**Industry conferences**

**Press inference of Product launches**

**Annual gathering meeting**

**Profile presentation**

With the kinds of oral presentation we have other aspects to which are ways on delivering oral message it is as follows

1. Delivering the oral message
2. DELIVERING THE ORAL MESSAGE
3. \_WAYS OF DELIVERING THE ORAL MESSAGE One has always four options in speaking. • Extemporaneous • Reading • Memorization • Impromptu
4. [\_](https://image.slidesharecdn.com/deliveringtheoralmessage-151211134220/95/delivering-the-oral-message-3-638.jpg?cb=1460020737)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
	1. READING
5. [\_](https://image.slidesharecdn.com/deliveringtheoralmessage-151211134220/95/delivering-the-oral-message-5-638.jpg?cb=1460020737)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.
	1. MEMORIZATION
6. [\_](https://image.slidesharecdn.com/deliveringtheoralmessage-151211134220/95/delivering-the-oral-message-7-638.jpg?cb=1460020737)MEMORIZATION • 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
	1. IMPROMPTU
7. [\_](https://image.slidesharecdn.com/deliveringtheoralmessage-151211134220/95/delivering-the-oral-message-9-638.jpg?cb=1460020737)IMPROMPTU • Last moment comments • To speak “off the cuff”, without preparation
8. STRATEGIES FOR AN EFFECTIVE ORAL DELIVERY • Pitch Monotone High or low voice Same word value • Rate • Volume Contrast in emphasis Controlled Breathing
9. [\_](https://image.slidesharecdn.com/deliveringtheoralmessage-151211134220/95/delivering-the-oral-message-11-638.jpg?cb=1460020737)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

As we so many ways of kinds of delivering an effective oral message

We should be very excited to be delivering some sort of oral message to the audience

While having a great way of speaking with confidence and making an appropriate eye contact with the present audience greatly trying to not read from the screen mocking like a robot using some sort of pointer or whatsoever if it’s necessary while explaining the equations with graphs examples or maybe pictures

How come we can forget the effective non-verbal delivery

Which consists of so many ways numbering them wouldn’t be necessary it is like paying close attention to what the individual or group of people says while maintaining the proper eye contact while having a visible and stable position while to sit down even though the individual who one is paying the attention to is standing