

# **COMMUNICATION SKILL**

## **ASSIGNMENT**

**NAME: MUHAMMAD IDREES KHAN**

**ID: 16431**

**DEPARTMENT: BE-E**

**SEMESTER: 2<sup>ND</sup>**

**ASSIGNMENT: ORAL PRESENTATION AND SPEECH**

**INSTRUCTOR: MAM.RIZWANA IQBAL**

## **ORAL PRESENTATION AND SPEECH**

### **ORAL PRESENTATION:**

Presentation is a mean of communication. It is a way of transferring information to the audience by verbal and non-verbal ways. By presentation, a presentator communicate with audience about his views.

Most of audience wants to that why is this presenter presenting and what will he presenting?. This is a question which almost raise in the mind of most audience.

The answer of this question is that there is a big story behind the presentation.

For example, a presentator presents important information and stories which is new for the audience.

A presenter wants to transfer something new to the audience.

When we talk with someone, this is oral presentation.

For example, when a teacher is entered in a class, he starts his topic or talks to his students by speech. This is oral presentation.

For when a person send a voice message to a other person by whatsapp or messenger. This is oral presentation. By text or writing, when a communication is done, it is called written presentation or communication.

## **STEPS**

### **OBJECTIVES:**

Objectives of oral presentation is that when a presentator presents to live audience, then there is great challenge for him.

He presents his main subjects contents by a good and effective manner, through an organized plan and by concise way to his live audience.

### **SCOPE:**

In oral presentation, a presentator presents live with audience, then he receives quick and immediate feedback from the audience. This is very important for understanding the topic.

By this, important time of most people save through live conversation. Audience, presentator touch in personal. This causes a group communication. Its important to share and transfer information.

### **OPENING AND CLOSING:**

For giving a good presentation, there is a need to open and close the presentation by a good way.

Presentation depends on that how a presentator opens and closes his presentation. In the opening of presentation, a good presentator tells a good story about a topic, which is interesting or he talks before going to direct a topic, he talks about a topic, important about its scope, its using, he talks in such a manner that audience says that there is great and interesting topic or great story.

By closing a presentation, there is a need to present the whole presentation through some words, headings, means a good presentator summaries the whole topic in just few words.

### **Preparing oral presentation:**

Before giving a presentation, preparing is very important and necessary. Because without presentation no one can present a good presentation.

By few steps we can prepare, first of all we need to determine the purpose and objective of our own presentation.

Second important thing is that we would know about our audience and would know what they want to know?.

Our presentation topic should be clear.

To give a good presentation, a presentator would arrange his presenting material in such a way that material objective should clear.

Practice is very important because presentation is very difficult, by doing practicing again and again preparation of presentation is good.

Learn and try to have a eye contact with audience.

At presenting stage, depression, tension is accepted and leaves a bad impression at audience.

## **KINDS OF ORAL PRESENTATION:**

### **1: FORMAL PRESENTATION:**

In this type of presentation, a presentator presents his views and share information with most people. Such as in a classroom almost average students percentage 40 or 45%.When a teacher presents, this is formal presentation. Big speech and in meeting presentation of presentator give presentation to the audience.

### **2: INFORMAL PRESENTATION:**

In this type of presentation,a head of any school, family, office etc. needs or present with his colleagues and officers.

At dinner table or phone calls meeting is informal presentation.

## **WAYS OF DELIVERING ORAL MESSAGE:**

There are four ways of delivering oral message

### **1: impromptu speaking:**

Through this a person give short message. For this, there no need for preparation.

For example, a person comes and suddenly says to other person, say something in few words.

### **2:EXTEMPORENOUS SPEAKING:**

In this Way a speaker tells a message to the audience by very carefully and through planned manner. Speaker briefly describes the sentence and he give full meaning of sentence.

### **3:MONUSCRIPT SPEAKING:**

In this way of speaking, speaker has interactions word-by-word of a written message. In this speaking, speaker maintains his or her attention on printed page. The advantage of reading from manuscript is exact repetition of original words.

### **4:MEMORIZED SPEAKING:**

In this way speaker give message by his memory. He memories a message and then transfer it to the people.

For example, an actor memories a dialogues and says in stage.

### **STRATEGIES FOR USING AN EFFECTIVE ORAL DELIVERY:**

In oral delivery our voice and speech is trade mark.it is also a part of inner self.

#### **PITCH:**

Pitch means the highness and lowness of speakers. In pitch we face some problems such as:

#### **Monotone:**

It means no reaction in the voice of speaker.

#### **High pitch:**

The start and also in the middle.

#### **Low pitch:**

At the end the pitch of voice is low.

#### **Word rate:**

this means in how much time a person speaks words in one minute. This is changed according to the situation. A public speaker uses 80 to 100 words per minute.

### **VOLUME:**

It means loudness and softness in a voice of speaker. Volume of speaker depends upon the number of listeners.

### **Pronunciation:**

It means right pronunciation of words. It tells about the positive and negative pronunciation of any word.

### **STRATEGIES FOR EFFECTIVE NON –VERBAL DERLIVERY:**

As name shows non-verbal it means without words.

In non-verbal communication, we communicate with others through wordless message. In non-verbal communication we use body signs. Almost 65% people communicate through non-verbal in daily life. We can communicate with others through different forms of non-verbal communication.

#### **1: AYE CONTACT:**

Eye contact also establish the nature of a relationship.

#### **2:FACIAL EXPRESSIONS:**

This is the key characteristics of non-verbal communication. Such as happiness, anger, fear and sadness.

#### **3:POSTURE:**

This is about our body position. This is related to our sitting and standing position.

#### **4: HAPTIC OR TOUCH:**

In this we touch with others. Such as handshaking, this is physical contact.

#### **5:GESTURE:**

Visible body actions, characteristics of non-verbal communication.