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Assignment: Communication Skills.

» Oral Presentation and Speech:

Making a good oral presentation is an art that involves attention to needs of your audience, careful planning, and attention to delivery. When delivering an oral presentation certain challenges require ingenious techniques to engage into an impromptu interaction with the audience members.

» scope: The oral communication skills hold 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.

» opening: 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.

Conclusion:

Recapture your audience's attention. Get your audience to focus and remember your key points. Help your audience connect with you and your topic. End your presentation powerfully.

=> Preparing oral presentation:

The following points while preparing oral presentation.

1. Determine the purpose of your presentation and identify your own objectives.
2. Define your topic.
3. Arrange your material in a way that makes sense for your objectives.
4. Compose your presentation.
5. Create visual aids.
6. Make necessary adjustments.
7. Practice again.

=> Kinds of oral presentations:

There are two basic types of presentations that you will likely be called upon to deliver during your educational career and beyond.

Informative presentations and persuasive presentations.

ways of delivering oral presentation: ^{P2}

There are four basic methods of presenting a speech: manuscript, memorized, extemporaneous, and impromptu. Each has a variety of uses in various forums of communication.

strategies for using an Effective oral Delivery.

- ① Organize your thoughts.
- ① Have a strong opening.
- ① Define terms early.
- ① Finish with a bang.
- ① Time yourself.
- ① Create effective notes for yourself.
- ① Practice, practice, practice.

strategies for Effective Non-verbal Delivery:

- ① Maintain eye contact. Establish eye contact when speaking to others.
- ① Use your facial expressions. Your facial expressions convey your emotions.
- ① Be considerate of personal space.
- ① Mind your posture.