

ORAL PRESENTATION OR SPEECH:

INTRODUCTION:

Oral presentation is like speech that is delivered to one or a group of people. In which a speaker delivered their idea to the audience. The speech is about any topic.

Objectives:

Following are the objectives of oral presentation.

- to inform people about some problem
- to create awareness among people
- to educate students about some topic
- to convince someone for something

Opening and conclusion:

- first introduce yourself
- tell outline of topic
- motivate students to take interest in topic
- ask questions and answer
- repeat if needed to clearly define your audience
- at the end clarify the purpose of presentation
- end the section

Preparing oral presentation:

1. Analysing the audience and occasion:

We have to deliver the lecture at the right time and right place. We have to know first what the audience wants from us like giving scholars a lecture to students is foolish.

2. Selecting the main idea from message:

We have to prepare a topic to such a level that how much depth we want to achieve during the speech.

3. Research on topic:

The topic must be resheared because the audience must asked a question so we must be able to ans them. Or it will make a bad impression on audience.

4. Organizing data:

The data which is to be delivered must be in organizer form or it will create confusion and the audience will not take a complete idea from a message.

5. Body:

The relevant material comes in body so it must be explained properly along with profess.

6. Conclusion:

Summarize all important parts and connect it with conclusion.

Kinds of oral presentations:

Following are the four kind of presentation.

1. Informative presentation:

This type of presentation is short and we give information to the point. This is like a research result etc.

2. Instructional presentation:

In this we give some new and specific information to the audience like tutorial class.

3. Arousing presentation:

Arousing means to develop. The purpose of this presentation is to arouse motivation and intrust in crowd. This is like motivational speech.

4. Persuasive presentation:

Persuasive mean to make listener accept. This type of presentation is given by polititon.

Ways of delivering oral message:

1. Avoid speed:

We should avoid long sentences and to not speak fast. It will make difficult for audience to understand the message.

2. Practice:

Practice increase confidence .so we should practice like we are in front of audience.

3. Time management:

We have to manage our time. And should deliver our lecture in time and for this we have to use stop watch while practicing. This will really help us to manage our time

4. Visual aids:

Taking care of each points and explains each points and make visual aids (flow chart etc.) of your points. This will make the points more clearly to audience.

Strategies for using an effective oral delivery:

Following are some strategies to be adopted for effective oral delivery.

1. Pitch:

The rise and fall of voice is nessisery because it create good impression on the audience but too much variation should be avoid for effective oral delivery.

2. Volume:

Loudness and lowness of voice is very necessary. In this audience will pay more attention will get the message.

3. Speed:

As we discuss above that we should neglect speed. Because when we speak to much fast audience we not get the idea. And the lecture will be wasted. So for effective oral delivery we should avoid speed.

Strategies for effective non-verbal delivery:

Following are some strategies for effective non-verbal delivery.

1. Posture:

The style of standing position depends on number of crowd. If the crowd is 2-3 people then we can on chair but if it is up to 100 then we stand if it is more than 100 then we need platform like stage.

2. Dressing:

Dressing in presentation is very important because it make its own impression on crowd. Its include shoes, cloths and hair style.

3. Movement:

Movement is also very important it will help in relieving the nervousness.
