

IQRA National University Peshawar

Department of Electrical Engineering

Assignment

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Course Details

Course Title: Communication Skills

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Topic Name: Oral Presentation and Speech

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Oral Presentation and Speech

Oral presentation

An oral presentation is a short talk on a set topic given to a tutorial or seminar group. In an oral presentation one (or more) students give a talk to a tutorial group and present views on a topic based on their readings or research.

Or

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.

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 another 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

Oral presentation can involve:

- reading background material
- preparing and delivering a talk
- leading a group discussion
- preparing hand-outs and visual aids
- preparing relevant and thought-provoking questions
- submitting a written assignment based on the presentation topic

Purpose of Oral Presentation

Set the assignment with one or more particular educational purposes in mind, apart from assessing your knowledge of the topic. For example:

- to develop or assess your critical thinking or analytical abilities
- to improve or assess your information research skills

- to practice or assess your verbal communication skills.

If your presentation is being assessed, read the assessment criteria carefully. Keep these in mind when selecting your content and planning how to present it.

Objectives of the Oral Presentation

The topic of your presentation will usually be explained in the assignment instructions. However, you also need to be clear about the objective (what you want the presentation to achieve), which will affect the way you present it. Common objectives are:

- to inform or educate the audience on a topic
- to convince the audience that your point of view is valid
- to assure the audience of your knowledge or expertise
- to persuade the audience to take a particular action.

Most presentations involve a combination of these.

Scope

In oral presentation, a presenter 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, presenter touch in personal. This causes a group communication. It is important to share and transfer information.

Developing your Presentation

• Structuring

Like stories, essays and reports, formal presentations are structured. They have a beginning (introduction), a middle (body), and an end (conclusion). These three sections should flow logically from each other. This needs extra care in a group presentation. These should be clearly linked.

If group members have prepared their sections independently, the group should do the fine-tuning together, making sure that:

- there is no overlapping or repeated content
- the various sections are of similar depth and breadth
- visuals are used in a consistent way

- There is an overall cohesion to the presentation.

- **Beginning**

Your introduction should capture the attention of your audience and 'hook' them into your topic. You could start with an image, an anecdote, or a problem that will not only introduce your topic but also engage your audience's interest.

Some useful opening phrases include:

- "Imagine that..."
- "This is the story of..."
- "There are over 31 species of..."
- "Have you ever wondered what would happen if..."

Once you have your audience's attention:

State the main focus of your talk and briefly explain the structure

One way of doing this is to start with the context or background, then explain the specific question or problem and how your presentation will provide an answer or solution. Finish the introduction by outlining the structure of your talk. For example:

- "I'm going to look at some possible explanations..."
- "There are three main components..."
- "I'll begin by describing..."
- "Then I'm going to demonstrate how..."
- "This will lead to..."
- "Finally, I will focus on the following questions..."

- **Body of the presentation**

The body of the presentation develops the topic by expanding the plan in a logical sequence. Because listeners' attention can fluctuate it is important to regularly remind the audience of the structure of the talk and where you are within the structure. You should also verbally mark transitions, key points, examples, etc.

- **Ending**

The conclusion should be clearly linked to the introduction, showing how it has addressed the issue. Mention the implications of the conclusions you have drawn and suggest a way forward if appropriate. End on a strong note and aim to leave a lasting impression on your audience. Indicate clearly to your listeners that you are concluding.

Some useful phrases to signal that you are concluding include:

- "To sum up...' / 'In summary"
- "In conclusion..."
- "To recap the main points..."
- "So where does this leave us?"
- "Our main point is that..."

Kinds of Oral Presentation

- **Formal Presentation**

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

- **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) Extemporeous 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) Manuscript 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 Delivery

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 nonverbal communication.

- **Eye Contact**

Eye contact also establish the nature of a relationship.

- **Facial Expressions**

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

- **Posture**

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

- **Haptic or Touch**

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

- **Gesture**

Visible body actions, characteristics of non-verbal communication.