

Iqra National University

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Assignment

Oral Presentation:

An oral presentation is a short talk on a topic or share a new idea in class or in a seminar. In oral presentation one or two student talk on their topic.

- **Objectives:**

In oral presentation you must clear the objectives of your idea to the people. Means that you must clear your goal of your idea in oral presentation.

- **Scope:**

When you are delivering your presentation to the people so you must clear the scope of your idea to them that how it will impact on market etc.

- **Conclusion:**

And at the you should clear the result of your idea that you must tell them about the advantage and disadvantages of your idea.

Preparing oral Presentation:

Preparing oral presentation is much like preparing any other assignment. It needs to be planned , researched and written well before deliver. Because to make oral presentation we must required to speak well and we have to researched well about our topic.

Kinds of Oral Presentation:

There are two types of oral presentation:

- Informative
- Persuasive

- **Informative:**

The purpose of informative presentation is to promote understanding of an idea or to convey information. It is often used to convey the information to the people about your idea.

- **Persuasive:**

The goal of this type of presentation is to influence a change in the belief, attitude or behavior of another person. In this type of presentation only message is not delivered about also tells them about to take a action about that idea.

Ways of delivering Oral Presentation:

Here are some oral ways of delivering oral presentation:

- Extemporaneous
- Reading
- Memorization
- Impromptu

Extemporaneous;

This method is preferred by audience and speakers. Sometimes they are prepared very carefully and delivered it by notes. In this type of method eye contact is very important for the reader.

Reading:

People made it from a manuscript because they do not want to do any type of mistake. Or like when they are delivering a speech to audience so they didn't want to do mistake so that's why they read from notes or any other type of book etc.

Memorization:

Few people memorize their speech. Because they didn't want to forget their message during speech. And there is also pressure of audience of the speaker, so they memorize their speech many times.

Impromptu:

Impromptu speaking is a speech that a person delivers without preparation. The speaker is most commonly provided with their topic in a form of quotation.

Strategies used for Effective Oral delivery:

First we have to organize our thoughts. Because how to start? It is very important. Then we have to develop a good transitions between sections. And we have to define each term clearly. And if you are giving a speech so we have to create our speech on powerpoint. And create an effective speech and set a timer for yourself because of long speech people get bore.

Strategies used for Effective Non-Verbal delivery;

First we have to maintain eye contact while speaking to others. And also use your facial expressions because your facial expression convey your emotions. And also be aware of tones and sounds.