

IQRA NATIONAL UNIVERSIT

DEPARTMENT OF ELECTRICAL

SEMESTER 2

SUBJECT:COMMUNICATION SKILLS

SUBMITTED BY

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ORAL PRESENTATION OR SPEECH

PREPARING OF ORAL PRESENTATION

There are ten steps to prepare oral presentation

- 1) Determine the purpose of your presentation and identify your own objectives.
- 2) Know your audience and what it knows.
- 3) Define your topic.
- 4) Arrange your material in a way that makes sense for your objectives
- 5) Compose your presentation.
- 6) Create visual aids.
- 7) Practice your presentation (don't forget to time it)
- 8) Make necessary adjustments.
- 9) Analyze the room where you'll be giving your presentation (set-up, sight lines, equipment, etc.)
- 10) Practice again

WAYS OF DELIVERING ORAL MESSAGES

There are four ways for speaking

EXTEMPORANEOUS:

This method-most preferred by the audience and speaker allows a speaker to use notes or outline. If we can make a presentation with a outline , notes cards or visual aids is probably the most effective and easiest delivery mode .This approach give you to refer and to and still allows eye contact and interaction with the audience. If your listener looked puzzled you can expand your points or rephrase it. Generally note cards are preferable to sheets of paper because nervousness is easier to see in shaking sheets of paper.

READING:

If you are delivering a complex or technical presentation or a statement having accurate facts and figures, you may want to read it. Policy statements by government officials are something read because the wording maybe critical. If you choose to read your speech ,practice

enough so that you can still maintain eye contact with your audience. Triple spaced copy, wide margins and large fonts will help. You might even want to include stage cues, such as pause , raise hands, lower voice etc.

MEMORIZATION:

Unless you are trained actor, avoid memorizing your speech , especially along one . you are likely to for get your lines and your speech will sound stiffed (stiffly or artificially forced). You will often need to address audience questions during your speech so you must be flexible enough to adjust your speech as you go.

IMPROMTU SPEAKING:

You might have to give impromptu or unrehearsed speech if you are called are on to speak unexpectedly or if you have agreed to speak but neglected to prepare your remarks, avoid speaking un prepared, unless you have spoken countless times on the same topic or are and extra public speaker, when you are asked to speak “off the cuff” take a moment to think through what you will say. Then avoid temptation to ramble (to write or talk disconnectedly ; to wander from the subject ; a walk taken for pleasure, with or without definite route)

STRATEGIES FOR USING AN EFFECTIVE ORAL DLIVERY

VOCAL CUES:

A voice communicates a great deal more than words alone, a presenters voice is a potentially powerful tool to make an oral delivery effective and impressive.

The quality of a speakers voice is determine by four characteristics: **Pitch, Volume, Rate, And Tone.**

PITCH:

The term pitch refers to the degree of highness or lowness of a sound.

- The norm for an effective communicator is pitch that can be raised if you levels without sounding squeaky and lowered a few levels without sounding grumbly.

- Such a range allows a speaker to vary pitch for a contrast while maintaining a vocal quality that is pleasing to the ear.
- An effective presenter uses pitch changes to indicate a change in the message. At the end of the sentences; raising the pitch signifies a question.

VOLUME:

Listeners want to clearly hear a speaker without straining to do so and without being blasted out of their chairs.

- A presenter who speaks too loudly may be perceived as bombastic, aggressive.
- On the other hand, one who speaks too softly may convey the impressions of being passive or insecure.

RATE:

- Most communication experts suggest that a public speaker lies between 80-160 words per minute
- In more casual conversation some people may range from 80-250 words per minute
- In average rate of speech is 140 words per minute.
- For emphasis a speaker may periodically slow down to less than one hundred words per minute to voice a point purposeful manner.

TONE:

- The quality of tone is a combination of
 1. Pitch
 2. Strength
 3. Character
- Character refers to the “the sense or meaning a particular tone conveys”.
- For example, a tone of voice may be described as gentle, angry, sarcastic, or serious.
- A faltering tone of voice is perceived as confused.
- A harsh tone of voice as aggressive.

SPEECH PATTERNS

- The term speech pattern refers to any vocal trait that is habitual.
- Although usually learned behavior , speech pattern are some time a reflection of a psychological or emotional condition.
- A person who repeatedly voices the phrase like “you know” may have acquired the habit from a peer group or the pattern may signal that the person is nervous when speaking before a group.
- The speech pattern with which presenters are most concerned are
 1. Inflection
 2. Articulation
 3. Fillers
 4. Pauses

STRATEGIES FOR USING EFFECTIVE NON VERBAL DELIVERY

Things convey the effective nonverbal delivery.

- Gestures
- Postures
- Movement
- Facial expressions
- Appearance
- Eye contact

GESTURES:

- At a simplistic level “ any movement of the hands, arms, head, shoulders” are termed as gestures
- Appropriate gestures give physical expressions spoken word.
- They are symbolic nature, and that the meaning of many gestures is commonly understood among members of the same culture.

POSTURES:

- The position in which someone holds their body when standing or sitting.
- Good posture is an attribute that contributes to speaker's presence.
- When you stand straight and balance your weight on both feet, you give the impression of complete control.

MOVEMENT:

- Taking a few steps during a presentation helps hold attention, as does any moving object.
- When a speaker does not move. People in the audience do not move their heads, their eyes, or their positions while seated.
- Remaining still for long is boring, and the last thing a presenter wants to create is the impression of being boring.

FACIAL EXPRESSIONS:

- From facial expressions , and audience drives a sense of how a presenters feel about a point and about them
- A smile or laugh suggests that your topic interests you.
- A frown may convey non verbal expressions that you are worried , angry or ill.

EYE CONTACT:

- Making eye contact with people in an audience is important because it sends a signal that the speaker is connecting with them.
- Attention to eye contact forces presenter become sufficiently prepared so as not to be dependent on reading from notes

APPEARANCE:

- How you look and what you wear effect listeners.
- It is the first and most visible thing and audience sees and something they view throughout a presentation

KINDS OF ORAL PRESENTATION:

There are four types of oral presentations .

- Impromptu
- Extemporaneous
- Scripted
- Memorized