

# IQRA NATIONAL UNIVERSITY

NAME

MUHAMMAD ZEESHAN

ID

16529

SEMESTER

2<sup>ND</sup>

DEPT

BE\ELECTRICAL

SUBMITTED TO:

MISS, RIZWANA IQBAL

ASSIGNMENT NO:

01

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DAY FRIDAY



**ORAL PRESENTATION:** Oral presentations are common requirement in many courses .they may short or long, include slides or other visual aids, and be done individually or in a group in your post graduate studies, you may have the opportunity to deliver lecture , seminars and tutorials as well, and the more practices you have any of these the easier it gets . Planning and structure an oral presentation is similar to the process of writing an essay ,except you need to be conscious of a live audience and use spoken language instead of written. However the final preparation of presentation differs significantly from editing polishing of an essay.

**Objective of oral presentation:**

.Select appropriate points of emphasis in your presentation.

.Developed of useful detail.

.Chose and prepare appropriate visual aid.

Create a tone that is sensitive to your audience circumstance

**Opening:**

Introduce yourself

Outline your topic

Briefly cover your key points

Mention when you plan to take questions



### **Conclusion:**

Signal your conclusion with a transition.

Summarize your points.

Refer to future actions if needed.

End with thank you.

If answering questions tell audience, I will now be happy to answer any question.

### **Types of oral presentation:**

#### **Informative**

Describe the design process used by the team in developing the process tool used in the Olympic cauldron project.

#### **Persuasive**

Tries to convince the audience that their team process was best.

## **Instructional**

Explain how to operate the tool the team used to move cups.

## **Preparing an oral presentation:**

Capture attentions by opening with a promise a story a startling fact questions a quotations or a relevant problem.

Introduce your topic.

Establish the speaker credibility.

Preview the main points

Get the audience involved.

## **Ways of delivering the oral message:**

Only have always four options in speaking

### ❖ **Extemporaneous**

This method is preferred by audience and speakers.

These are the clarity uttered, sort of impromptu.

SOME time they carefully prepared and delivered.

It allows more eye contact.

Verbal and non-verbal involvement with the audience

### ❖ **Reading**

People made manuscript when they don't want to make a mistake.

Verbal and non-verbal involvement with the audience

❖ Reading

People made manuscript when they don't want to make a mistake. |



Speakers on television often read from Teleprompter a device allowing the words directly from script passing in front camera lens.

❖ Memorization

Few speakers memorize whole speak.  
There is a risk of forgetting the precise words.  
Grouping for words in front of audience decreases your credibility.

❖ Impromptu

Last moment comments.  
To speak off the cuff without preparation.

❖ STRATIGES FOR EFFEACTIVET ORAL DELIVERY:

Pitch



## Pitch

Monotone

High or low voice

Same word value

## .Rate

### .Volume

Contrast in emphasis

Controlled breathings

### .Vocal quality

Realizing the throat allowing an unrestricted sound to enter the chambers of mouth throat and nasal cavities.

### .Pronunciation

Varied regional accents

Added or omitted sounds

Listen to educated and culture people

Consult a recent dictionary

## ❖ STRATEGIES FOR EFFECTIVE NON-VERBAL DELIVERY



Posture:

How you stand

Movement

Move to hold attention.

Move to get rid of nervousness.

Move to suggest transitions.

Move to increase emphasis.

Gesture:

Illustrators

Affect display

REGULATOR

Adaptor

To emphasize

To point

Very gesture

Watching timing

.Facial Expression

.Appearance



Thank you!

Sorry

Mam my laptop does not converting  
data

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