

## ASSIGNMENT

SUBJECT TITLE: BUSSINESS ENGLISH  
MODULE: SECOND SEMESTER  
PROGRAM: BTD  
ID: 15895

### **ORAL PRESENTATION. AND SPEECH**

#### **ORAL PRESENTATION:**

An oral presentation is a short talk on a set topic given to a seminar group. In an oral presentation one or more students give a talk to a seminar group and present views on a topic based on their readings or research. Oral presentation is also called as 'public speaking'.

#### **STEPS:**

- 1: Determine the purpose of your presentation and identify your own objectives.
- 2: Know your audience and what it knows.
- 3: Define ur topic.
- 4: Arrange ur material in a way that makes sense for your objectives.
- 5: Compose ur presentation.

#### **SCOPE:**

Oral presentation is very important to for people to know about the stuff and things they are discussing. In oral presentation there are many points to pick and can be questioned. Everyone stays active. Nowadays oral presentations are more preferable.

#### **OPENING:**

At the beginning of each presentation you should welcome ur audience, depending on who you are addressing, you should extend a more or less formal welcome. Good morning/afternoon/evening, ladies and gentleman on behalf of 'company X'. Allow me to extend a warm welcome to you.

#### **CONCLUSION:**

After supporting ur main message with evidence in the body, wrap up your oral presentation in three steps: A review, a conclusion, and a close.

### **PREPARING ORAL PRESENTATION:**

- Organize your thoughts.
- Have a strong opening.
- Define terms early.
- Finish with a bang.
- Design PowerPoint slides to introduce important information.
- Time yourself.
- Create effective notes for yourself.
- Practice, practice, practice.

### **KINDS OF ORAL PRESENTATIONS:**

There are four types of oral presentations:

- **PROVIDING INFORMATION:** This format encompasses anything from a team meeting that gives updates on a project or upcoming event to a demonstration that shows product functions.
- **TEACHING A SKILL:** Your company just installed a new system or implemented a new process that requires people to learn how to use the new tool and apply the process.
- **REPORTING PROGRESS:** As you integrate the new system into your daily routine, your boss wants to know how it is working. You might schedule a divisional meeting or group off-site to share the progress.
- **SELLING A PRODUCT OR SERVICE:** A briefing like this might include a recap of the product or service, next steps and action items, or a discussion of needs and improvements before the product is ready to sell.

### **WAYS OF DELIVERING ORAL MESSAGE:**

There are four ways of delivering oral message :  
manuscript, memorized, extemporaneous, and impromptu.

### **STRATEGIES FOR AN USING EFFECTIVE ORAL DELIVERY:**

- Be excited.
- Speak with confidence.
- Make eye contact with the audience.
- Avoid reading from the screen.
- Blank the screen when a slide is unnecessary.
- Use a pointer only when necessary.
- Explain your equations and graphs.
- Pause.

### **STRATEGIES FOR EFFECTIVE NON VERBAL DELIVERY:**

Maintain Eye Contact. Establish eye contact when speaking to others.

Use Your Facial Expressions. Your facial expressions convey your emotions.

Be Considerate of Personal Space.

Mind Your Posture.

## **SPEECH**

### **DEFINITION:**

The expressions of or the ability to express thoughts and feelings by articulate sounds.

### **STEPS:**

- Develop the Purpose.
- Analyze the Audience ongoing formal and informal.
- Develop the Topic or thesis.
- Investigate the Subject .
- Structure the Message.
- Convert the Message for Oral Interpretation.

### **OBJECTIVES:**

The objective of a speech is action-orientated and the burden of the action is placed on audience members. You're in charge of choosing what action you want your audience to take or not following your speech.

### **SCOPE:**

Speech plays a very important role everywhher ir deliver positive thoughts and and words.

many people learn a lot of things from speech.

### **OPENING:**

Powerful speech opening lines set the tone and mood of your speech. It's what grips the audience to want to know more about the rest of your talk. Instead of starting off with something plain and obvious such as a 'Thank you' or 'Good Morning', there's so much more you can do for a powerful speech opening.

### **CONCLUSION:**

- Summarize the main speech topics or main points.
- Repeat a few keywords or phrases by using the rhetorical figure of speech repetition.
- State how your points prove your general and specific goal.
- Restate and reinforce the central idea.
- Repeat the tie between the needs and interests of the listeners, and your thesis.

### **PREPARING ORAL SPEECH:**

- Organize your thoughts.
- Have a strong opening.
- Define terms early.
- Finish with a bang.
- Design PowerPoint slides to introduce important information.
- Time yourself.
- Create effective notes for yourself.
- Practice, practice, practice.

### **KINDS OF ORAL SPEECH:**

There are four main kinds of speech delivery: impromptu, extemporaneous, manuscript, and memorized.

**Impromptu speaking:** is the presentation of a short message without advance preparation.

**Extemporaneous speaking:** is the presentation of a carefully planned and rehearsed speech, spoken in a conversational manner using brief notes.

**Manuscript speaking:** is the word-for-word iteration of a written message. In a manuscript speech, the speaker maintains his or her attention on the printed page except when using visual aids.

### **STRATEGIES FOR USING AN EFFECTIVE SPEECH DELIVERY:**

- Practice. Practice is key to mastering virtually every skill, and effective speaking is no exception.
- Have A Hook.
- Shut Up.
- Keep It Real.
- Keep Them Wishing On A Star.
- Speak With Your Body.
- Get Moving.
- Get on Stage.