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### **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) person give a talk to a tutorial group and present views on a topic based on their readings or research.

### **Speech:**

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

Speech is communication through talking or a talk given to an audience. An example of speech is a conversation between two people. An example of speech is the presidential address.

### **Steps of oral presentation:**

Following are the steps of an oral presentation,

## **Objective:**

Before delivering an oral message you must know your objective and be confident about your research.

## **Scope:**

Scope is the part of project planning that involves determining and documenting a list of specific project goals, deliverables, features, functions, tasks, deadlines, and ultimately costs. In other words, it is what needs to be achieved and the work that must be done to deliver a project.

## **Opening:**

The opening of a presentation can best state the presentation's main message, just before the preview. The main message is the one sentence you want your audience to remember, if they remember only one. It is your main conclusion, perhaps stated in slightly less technical detail than at the end of your presentation.

## **Conclusion:**

A good presentation must have conclusion at the end.

Conclusion is a very important part of any presentation, and often not given as much attention as it should. Conclusion will have an effective summary, recommendation or call to action, and an opportunity to address any open issues through questions.

## **Preparing Of Oral Presentation:**

An oral presentation is more than just reading a paper or set of slides to an audience. How you deliver your presentation is at least as important in effectively communicating your message as what you say. Use these guidelines to learn simple tools that help you prepare and present an effective presentation, and design PowerPoint slides that support and enhance your talk.

### **Preparing an Effective Presentation:**

An effective presentation is more than just standing up and giving information. A presenter must consider how best to communicate the information to the audience. Use these tips to create a presentation that is both informative and interesting:

#### **Organize your thoughts:**

Start with an outline and develop good transitions between sections. Emphasize the real-world significance of your research.

#### **Have a strong opening:**

Why should the audience listen to you? One good way to get their attention is to start with a question, whether or not you expect an answer.

#### **Define terms early:**

If you are using terms that may be new to the audience, introduce them early in your presentation. Once an audience gets lost in unfamiliar terminology, it is extremely difficult to get them back on track.

#### **Finish with a bang:**

Find one or two sentences that sum up the importance of your research. How is the world better off as a result of what you have done?

### **Time yourself:**

Do not wait until the last minute to time your presentation. You only have 15 minutes to speak, so you want to know, as soon as possible, if you are close to that limit.

### **Create effective notes for yourself:**

Have notes that you can read. Do not write out your entire talk; use an outline or other brief reminders of what you want to say. Make sure the text is large enough that you can read it from a distance.

### **Practice, practice, practice:**

The more you practice your presentation, the more comfortable you will be in front of an audience. Practice in front of a friend or two and ask for their feedback. Record yourself and listen to it critically. Make it better and do it again.

### **Presenting Effectively:**

When you start your presentation, the audience will be interested in what you say. Use these tips to help keep them interested throughout your presentation:

#### **Be excited:**

You are talking about something exciting. If you remember to be excited, your audience will feel it and automatically become more interested.

#### **Speak with confidence:**

When you are speaking, you are the authority on your topic, but do not pretend that you know everything. If you do not know the answer to a question, admit it. Consider deferring the question to your mentor or offer to look into the matter further.

### **Make eye contact with the audience:**

Your purpose is to communicate with your audience, and people listen more if they feel you are talking directly to them. As you speak, let your eyes settle on one person for several seconds before moving on to somebody else. You do not have to make eye contact with everybody, but make sure you connect with all areas of the audience equally.

### **Use a pointer only when necessary:**

If you are using a laser pointer, remember to keep it off unless you need to highlight something on the screen.

### **Explain your equations and graphs:**

When you display equations, explain them fully. Point out all constants and dependent and independent variables. With graphs, tell how they support your point. Explain the x- and y-axes and show how the graph progresses from left to right.

### **Pause:**

Pauses bring audible structure to your presentation. They emphasize important information, make transitions obvious, and give the audience time to catch up between points and to read new slides. Pauses always feel much longer to speakers than to listeners. Practice counting silently to three (slowly) between points.

### **Avoid filler words:**

Um, like, you know, and many others. To an audience, these are indications that you do not know what to say; you sound uncomfortable, so they start to feel uncomfortable as well. Speak slowly enough that you can collect your thoughts before moving ahead. If you really do not know what to say, pause silently until you do.

## **Relax:**

It is hard to relax when you are nervous, but your audience will be much more comfortable if you are too.

## **Breathe:**

It is fine to be nervous. In fact, you should be all good presenters are nervous every time they are in front of an audience. The most effective way to keep your nerves in check aside from a lot of practice before hand is to remember to breathe deeply throughout your presentation.

## **Acknowledge the people who supported your research:**

Be sure to thank the people who made your research possible, including your mentor, research team, collaborators, and other sources of funding and support.

Sharing your work can help you expand your network of contacts who share your research interests. For undergraduate researcher who intend to complete a graduate degree, presenting can be an invaluable experience. We recommend discussing your interest in sharing your research with your faculty advisor. They can help match your interests with the appropriate venue.

## **Kinds of communication:**

There are 2 basic types of communications:

Verbal Communication

Non-Verbal Communication

## **Verbal Communication**

The communication happens through verbally, vocally or through written words which express or convey the message to other is called verbal communication.

Example: Baby crying (vocal) is verbal communication which express the hungry or pain through vocally.

Verbal communication has two types

A. Oral Communication

B. Written Communication

### **A. Oral Communication:**

A communication which happens through word of mouth, spoken words, conversations and also any messages or information are shared or exchanged between one another through speech or word of mouth is called oral communication. Example: Public speech, News reading, Television, Radio, telephone and mobile conversations.

### **B. Written Communication:**

A communication happens through any word written or often written sign which refers the languages uses in any medium is called written communication. Example: Simply any hand written, typed, Newspaper, printed word documents, letters, books and magazines

**Non-Verbal Communication:** Any communication without word of mouth, spoken words, conversation and written languages are called Non-Verbal Communication. It happens through signs, symbols, colors, gestures, body language or any facial expressions are known as nonverbal communication. Traffic signals are one of the best examples for nonverbal communication.

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

There are four ways for delivering an oral message:

Manuscript

Memorization

Impromptu

Extemporaneous

### **Manuscript:**

The manuscript method is a form of speech delivery that involves speaking from text. With this method, a speaker will write out her speech word for word and practice how she will deliver the speech. A disadvantage of this method is a person may sound too practiced or stiff. To avoid sounding rehearsed, use eye contact, facial expressions and vocal variety to engage the audience. Use frequent glances at highlighted key points instead of reading the speech word for word.

### **Memorization:**

The memorization method is a form of speech delivery that involves fully memorizing a speech, from start to finish, before delivering it. This method of delivery allows a speaker to move around the stage or platform and maintain eye contact with the audience without relying on a script or notes. For speakers who deliver their speeches by memorization, add inflection to the voice and keep notes nearby to avoid forgetting an important key point.

### **Impromptu:**

The impromptu speech is spur-of-the-moment, with little to no time to prepare for this type of



speech. For this method, you may be asked to give a few remarks, or share your thoughts with the group. The important thing to remember with this type of speaking is to know your main point, limit your thoughts to two to three ideas, and wrap it up with a conclusion. If you can think well enough on your feet, your conclusion will connect to your opening remarks or main idea. Impromptu speeches are best kept brief.

### **Extemporaneous:**

The extemporaneous method is ideal for most speaking situations. While it requires a great deal of preparation, it allows for great flexibility for the speaker, often delivering a much more engaging speech. For this method, a speaker will organize a speech with notes or an outline, and practice the delivery, but not word-for-word. A speaker may highlight key points in the speech and memorize a few portions of the speech, but will also speak in a more conversational tone. The extemporaneous method of delivery gives a speaker the flexibility to deliver a speech in a natural manner while maintaining eye contact and engaging an audience.

### **Strategies for effective oral delivery:**

#### **1. Consider your listener:**

Frame the presentation as though you were the one sitting in the audience. Effective presentations should be targeted to meet the specific needs, wants and emotions of your audience. You risk losing their interest and focus after just two minutes if there is no relevance to their financial, emotional or physical well-being.

#### **2. Ensure your audience knows what's in it for them:**

And if the answer is not much, you may as well pack up and leave before you bore them to snores.

### **3. Begin with the end in mind:**

Let them know what to expect, how they can use the information and the direct benefits to them. People buy benefits and outcomes, not promises and generalities that bear no relevance to their lives. So begin with the end in mind and tailor your presentations to the needs of the audience or customer you are speaking to.

Now your content is prepared you can look more closely at your delivery.

### **4. Speak as if to one individual:**

Deliver your speech as though each person was the only one in the room and you were speaking directly to them. Make the presentation personal and consistent with why they have come to listen to you in the first place. If you are an expert in the topic give them assurance that by the time they will leave the presentation they will have a greater understanding and knowledge and will be able to apply the information given.

### **5. Practice your presentation style:**

Be aware that your delivery will utilise three different styles namely audio, visual and kinesthetic (hands-on). How do you move between them?

To know for sure, it pays to practice. One method is to organise a video recorder and tape your prepared presentation. Then show it to your partner, children and/ or trusted friends. Ask for their honest and constructive comments about style and delivery.

You may need to brace yourself for their feedback! However it is worth taking on board.

Others' perspectives can help you dramatically improve your delivery and so increase your chances of winning over your 'real' audience.

## **6. Consider your listener:**

Frame the presentation as though you were the one sitting in the audience. Effective presentations should be targeted to meet the specific needs, wants and emotions of your audience. You risk losing their interest and focus after just two minutes if there is no relevance to their financial, emotional or physical well-being.

## **Strategies for an effective No verbal communication:**

Nonverbal communication is important in the workplace because it affects the work environment. In several respects, we can communicate as much, if not more, nonverbally than we do with our spoken words. What you communicate nonverbally can expose how you feel. If your nonverbal communications skills are poor, you may be communicating negativity and making your coworkers uncomfortable or undermining your message with cues about lacking confidence. To improve your nonverbal skills, you must first identify the areas where you are lacking.

### **Maintain Eye Contact:**

Establish eye contact when speaking to others. When you make direct eye contact, it shows the other party that you're interested in what he is saying. If you must give a presentation at work, establish eye contact with the audience. It tells them that you are confident in what you are presenting.

Making direct eye contact provides others with the comfort needed to communicate with you

in return. Be mindful, though, not to turn your attempts at eye contact into an unrelenting stare; moderation is the key.

### **Use Your Facial Expressions:**

Your facial expressions convey your emotions. Facial expressions are typically universal, which means they convey the same message globally. A frowning person is usually upset. Offer a smile when talking to someone, as long as it is not inappropriate to the situation.

This tells people that you are happy or in a good mood. It also creates an atmosphere with warmth and friendliness, allowing others to feel comfortable.

Your face can display a myriad of emotions. When a smile is not called for, be aware of your expression and react accordingly. A look of seriousness when your work is being critiqued or a sympathetic response to someone's expression of difficulties can go a long way to conveying your engagement with the situation.

### **Be Considerate of Personal Space:**

Pay attention to your proximity to others. Different cultures view proximity in various ways, so take notice if the person you're communicating with is uncomfortable. This could mean that you are standing too close, and should create some distance between the two of you. The amount of physical space given can convey many emotions.

For example, a person who is behaving aggressively is probably standing very close to the other person. Be respectful of the personal space of others.

### **Mind Your Posture:**

Look at your posture. Slouching shows that you are not interested in what a person is saying. Your body movement is also important.

For example, swinging your leg back and forth while sitting in a meeting or drumming your fingers on the table tells others you are impatient, bored and uninterested. Sit up straight and face others when talking.

### **Be Aware of Tones and Sounds:**

Your tone of voice and the sounds you make can communicate your thoughts to others without your even speaking. If you receive directions from a manager and immediately grunt, you are showing your manager that you do not agree with what he said. Your tone or sounds can inform people of your anger, frustration or sarcasm. Avoid sighing repetitively or speaking in a high-pitched voice. Speak softly and calmly.