



IIT Madras

ONLINE DEGREE

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MAKING A PRESENTATION



- All languages are primarily spoken languages.
- Very often we speak in intimate groups. Here we speak in small sentences, or sometimes not even in complete sentences. Occasions of this kind are generally known as **conversation**.

- **Presentations:** But sometimes we talk for longer time, on a particular topic, mostly at work, without interruptions.
- Presentations are expected from anyone in a group of workers.

BASICS OF PRESENTATION

1. Know what you are talking about, have full facts
2. Know how much you can say in the given time
3. Know what you can say when
4. Know your tools, like ppt slides, etc.
5. Speak slowly, like you talk.

Video link:

<https://www.youtube.com/watch?v=pcXxRONLsQM>

Please watch the section 2:00 – 3:30

Source: Eros Now Movies Preview (Youtube)

Video description: Look at the clip from a Hindi movie called *English Vinglish*. First, watch the speaker, making mistakes, frightened and unsure of herself. Note how hesitant Shashi is.

We are using 1.30 minutes of this video for academic purposes.

Video link:

<https://www.youtube.com/watch?v=pcXxRONLsQM>

Please watch the section 0:20 – 4:20

Source: Kri Kohm (Youtube)

Video description: Look at the clip from the same movie *English Vinglish*, where Shashi makes a presentation at a formal occasion.

We are using four minutes of this video for academic purposes.

ACTIVITY

1. Imagine you are a radio reporter. Prepare a two minute report on the wedding you saw just now.
You can talk about:

- Place
- Decoration
- People
- Costumes
- Anything else
- Present a summary of speeches.

2. Create more occasions of this kind for yourself. Speak and make formal presentations whenever you have a chance.

Thank you!