

* Presentation Skills

* Presentation :

Transfer of information formally in your own words within a limited amount of time is called presentation.

- (OR) "A presentation is the process of presenting a topic to an audience. It is typically a demonstration, introduction lecture or speech meant to inform, persuade, inspire, motivate, or to build good will. A presentation requires you to get a message across to the listeners and will often contain a persuasive element."
- Types of Presentations :
- (01) Extemporaneous.
 - (02) Reading.
 - (03) Memorization
 - (04) Impromptu.

(01) Extemporaneous :

The extemporaneous presentation is one that is carefully prepared, but not memorized. You often organize the speech but do not write it out word to word. Instead you use key words or key phrases on small notes to trigger the next thought. This mode of presentation is the one where you can make the best contact with your audience.

- (02) Reading : The presentation with notes, in which all of your speech is written on paper word by word. This presentation has very less eye contact with audience. This presentation is used when you are giving presentation on any forum or on any important or serious issue.

③ Memorization:

The preparation of a presentation orally or this is an oral presentation in which you memorize all of your speech and then deliver it to audience. This presentation has most contact with your audience.

④ Impromptu:

Impromptu itself means "doing something without preparation". The sudden speech without preparation.

→ Preparation of Presentation:

① Determine The Purpose



(To inform, To Persuade, To Entertain)

② Analyse Your Audience



(Educated/Non-Educated, Age, Gender, Culture, Religion, Status...)

③ Select The Main Idea → (3/5 main points).

④ Research The Topic



(Collect Facts, data about Topic in Paper / Electronic Form).

⑤ Organize The Data

(Introduction, main Body, closing).

→ Introduction

- Porch → Opening remarks, Throat clearing statement, question, verse / hadith / couplet / quotation / Short Story
- Aim → Purpose
- Layout → Agenda / outline.

→ Main Body

↓
(Heart of the talk, main discussion, main Text, Evidence/fact/details (depending upon the Evidence time).
Examples -)

→ Closing

↓
(Summary, Conclusion, Suggestions Recommendations).

⑥ Create Visual Aids

↓
(A visual aid supplements words with pictures, charts, graphs, or other visual information. They are important because they help the audience understand and remember, increase audience interest and act as notes or reminders for the speaker.)

⑦ Rehearse the Talk

↓
(Revise / Proof Reading)

→ Delivery of the Presentation:

Presentation Delivery refers to the way in which you actually deliver or perform or give your presentation. Delivery is a vital aspect of all presentations. Delivery is at least as important as content or preparation of the presentation, especially in a multi-cultural context.

① Pitch

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(The highness and lowness of sound is called pitch. The pitch of your voice is very important in presentation. Projecting your voice also helps to show your personality. A strong voice conveys confidence. Speaking too softly, mumbling, or trailing off at the ends of sentences can suggest uncertainty or timidity and will undercut the strength of a presentation.)

② Rate

↓
(Rate of speed of speaking, 80-160 words per minute (casually 80-250).)

if you are too slow people get bored, and lose interest, and if we are too fast people can't understand our opinion.)

③ Volume

↓
(Loudness and softness of sound/voice).

(Volume is according to space/number of people or some important thing.)

(make sure that your voice is loud enough for your audience to hear clearly.

Speaking too loudly or too quietly can make it difficult for your audience to follow your presentation).

④ Vocal Quality

(To keep your audience engaged, it is important to consider vocal qualities like volume, pace and pitch. These qualities are what keep your speech not only interesting but also engaging).

⑤ Pronunciation

(Pronunciation and clear understanding of language of speech are two skills which complement each other. It means that, if you know how to pronounce the words and phrases correctly, with proper intonation, your level of speech understanding is also increased.)

* Preparation of Presentation

① Determine the Purpose

(The main purpose of a presentation is to inform. Your presentation must be well prepared in order to be able to give information to the audience properly).

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② Analyse your Audience

↓
(Audience analysis involves identifying the audience and adapting a speech to their interests, level of understanding, attitudes and beliefs.)

* Presentation Skills

① Definition

② Types of Presentation

↓

i) Extemporaneous

ii) Reading

iii) Memorization

iv) Impromptu

③ Preparation of Presentation

↓

i) Determine the Purpose

ii) Analyse your Audience

iii) Select the main idea

iv) Research the topic

v) Organize the Data

vi) Create Visual Aids

vii) Rehearse the Talk

④ Delivery of the Presentation

↓

i) Pitch

ii) Rate

iii) Volume

iv) Vocal Quality

v) Pronunciation.