

Unit III – EXERCISE 2

- Q. 1. Write the characteristics of a good presentation.
- Q.2. Define Interpersonal Communication. Write various characteristics of Interpersonal Communication.
- Q. 3. Define Classroom presentation. Write various characteristics of Class Room Presentation and various presentation tips for students.
- Q.4. Explain various Modes of presentation / Nuances of Delivery.
- Q.5. What is individual conferencing? Write the essentials of individual conferencing.

Q. 1. Write the characteristics of a good presentation.

Ans:

Characteristics of Good Presentation:

1. The presentation ideas should be well adapted to the audience. Relate the presentation message / idea to the interests of the audience.
2. A good presentation should be concise and should be focused on the topic.
3. A good presentation should have the potential to convey the required information.
4. A good presentation must be planned.
5. Rehearse and practice the presentation.
6. Smile and Make Eye Contact with your Audience.
7. The speaker should encourage more questions from the audience.
8. Try to use 10-30 slides in slideshows.
9. Tell stories.
10. Use your voice effectively.
11. Summarize the presentation at the end.
12. The speaker must have a presentable appearance while giving a presentation.
13. Try to gain and maintain audience interest by using positive quotes, humour or remarkable fact.

Q. 2. Define Interpersonal Communication. Write various characteristics of Interpersonal Communication.

Ans:

Interpersonal Communication

Interpersonal communication refers to the sharing of information among people.

This form of communication is advantageous because direct and immediate feedback is possible. If a doubt occurs, it can be instantly clarified.

Interaction among friends and interaction with sales executives are examples of interpersonal communication.

Characteristics of Interpersonal Communication

- Interpersonal communication is continuous; we constantly share or send verbal and non-verbal messages.
- Interpersonal communication is irreversible, once the exchange takes place, it can never be ignored or taken back.
- Interpersonal communication occurs within a specific communication setting that affects how the messages are generated, interpreted and communicated.

Q. 3. Define Classroom presentation. Write various characteristics of Class Room Presentation and various presentation tips for students.

Ans:

Classroom Presentation

Classroom presentations are prepared by the students to inculcate the basics for communication skills – listening, speaking, reading and writing. It helps the students to share their views with their classmates and also to expand their understanding. Classroom presentations help the students in building their confidence.

Characteristics of Classroom Presentation

1. Verbal and non-verbal mode of communication can be used.
2. Classroom should be taken as the platform for presentation.
3. Voice should be loud and clear.
4. Maintain right tone, pitch and speed.
5. Appropriate facial expressions and gestures should be used.

Presentation Tips for Students

1. Main points are the backbones of your presentation.
2. Do not read from the notes.
3. Prepare cue cards with key words on them.
4. Use visual aids like slides, charts and graphs to illustrate your points.
5. Dress appropriately for your presentation.
6. Speak clearly and louder.

Q.4. Explain various Modes of presentation / Nuances of Delivery.

Ans:

Modes of Presentation / Nuances of Delivery

Below are the four modes of presentation or presentation delivery styles or Nuances of delivery:

1. Memorizing the Manuscript:

This method of presentation can be one of the most of effective methods of presentation, but it requires an extra ordinary power to memorize because if the presenter forgets his text, his speech will sound stilled/unnatural/too formal.

2. Reading the Manuscript:

It means read out the written material aloud. This method is often used whenever a complex or technical presentation is made such as the annual budget, description of some machine or the policy matters of an organization. In this the reader and listener contact is often interrupted.

3. Extemporaneous / Speaking from notes:

The speaker prepares notes on a sheet or cards and then with the help of appropriate audio visual aids, he makes his presentation. This process makes the delivery easy and impressive.

4. Impromptu Speaking:

The word impromptu means done without any preparation or planning. So, this is the presentation delivered without any preparation done beforehand i.e. unrehearsed delivery in speech.

This mode of presentation should be avoided; only highly experienced persons can effectively deliver using this mode.

Q.5. What is individual conferencing? Write the essentials of individual conferencing.

Individual conferencing:

- The individual conferences are designed with a purpose. The main purpose of individual conferencing is to help an individual achieve his goal.
- For students, the individual conferences are designed to help the students explore his/her goals and aspirations as well as reasons that he/she may choose to achieve in school or college.
- The skill of conferencing or oral presentations play a decisive role in enhancing the stature and influencing decisions.
- It can elevate the status of a person with bigger assignments and responsibilities.

Essentials for Individual Conferencing:

- It should be conducted in privacy.
- The person who conducts the individual conference should have a positive outlook.
- The conferencing sessions should be conducted from time to time according to the need of the hour.