**BELH 0002: English Language Skills for Communication- II [SEM 2 MODULE 2]**

**Practice sheet**

**Presentation – Planning, Preparing and Making**

1. **Complete the sentences:**
2. A presentation is a way to share information with others …………………………………
3. …………………………. are critical and most important to success.
4. The first step of preparing for presentation is to know ….. .
5. Objective must ………………..audience to learn …………….. presentation.
6. Don’t prepare a presentation ……………….. too ………… too …………
7. By ……………..and ……………. the main ideas, you help the ……… remember them.
8. **Give brief answers to the following questions based on the materials supplied:**
9. What is an efficient communitarian?
10. How presentation can helps in improvement of oral skills of the presenter?
11. How to manage time during the presentation?
12. Why is it important to know about the audience when preparing for presentation?
13. What to look for when analyzing audience before a presentation is being prepared?
14. What is the objective of the presentation? Write in brief.
15. How to prepare for a presentation?
16. Why is it important to make an excellent introduction and conclusion?
17. While making the presentation, list important non verbal skills that the presenter should focus on.
18. *"Tell them what you're going to tell them. Tell them. Then, tell them what you told them."*

What does it mean?

1. Why is it important to practice presentation?
2. Write different ways in which a presentation can be presented.
3. What do you think is the best way of making a presentation?
4. In your own words, explain the mixed approach method of presentation.
5. What are the different types of visual Aids used in making a presentation?