

Presentation Script Format

1. Greeting & Introduction

Assalamu-alaikum / Adab / Namaskar,

Good morning, everyone. I hope you are all doing well. Welcome to my presentation.

My name is **[Your Name]**, and I am from the Department of **[Your Department Name]** at **[Your University Name]**.

I'm truly happy to have this opportunity to speak here today. Honestly, I'm not a professional speaker, but I will do my best to share something interesting with you so please take it easy if I make any mistakes.

2. Topic Introduction

The topic of my presentation is **[Your Topic]**.

I have prepared this under the valuable guidance of our honorable course teacher, **[Teacher's Name]**, whose mentorship and encouragement have greatly inspired me.

3. Structure of the Presentation

To make things easier to follow, I have divided my presentation into these subtopics:

1. **[Subtopic 1]**
2. **[Subtopic 2]**
3. **[Subtopic 3]**

(Modify according to your topic)

4. Engaging Opening Question (Optional)

Before we begin, let me ask you a quick question:

[Insert your opening question here, e.g., "Have you ever worn a VR headset before?"]

5. Main Content

(You'll explain each subtopic one by one, using simple sentences and examples. After each section, pause briefly.)

6. Conclusion

That's all from my side. To summarize, **[Brief summary of main points]**.

7. Q&A

If you have any questions or would like to share your thoughts, I'd be happy to discuss them.

8. Closing

I don't want to prolong the session unnecessarily.

Thank you so much for listening, and I hope you enjoy the presentation. Have a great day.

Beginner's Advice for Giving a Presentation

1. **Practice aloud at least 3 times**
 - Read your script slowly and clearly.
 - Record your voice and listen — this helps you notice if you're speaking too fast or unclear.
2. **Maintain eye contact**
 - Don't just read from your slides. Look at your audience occasionally.
3. **Use your slides as support, not a script**
 - Put key points or images on slides, not full sentences.
 - Speak the explanation yourself.
4. **Control your speed**
 - Nervousness makes people speak fast. Breathe and slow down.
5. **Body language matters**
 - Stand straight, keep your hands relaxed, and avoid pacing too much.
6. **Smile occasionally**
 - It makes you look confident and friendly, even if you feel nervous.
7. **If you forget something, don't panic**
 - Just move on to the next point. Most people won't even notice.