

~~Q#~~ Discuss the process of effective presentation.

→ The process of effective presentation are discussed below :-

1) Planning:

The planning stage is essential in the creation of presentations. This is the stage in which you analyze your audience, develop a topic, create effective graphic aids, assess the location, plan your time and anticipate stage fright.

- Audience

Analyzing who is audience, what is their roles, what impress them, what will be their expectation. What impress them so that they will use the information themselves or pass to others is known here.

- Topic

Speakers sometimes choose their own topics. However when asked to speak at work, they prepare presentation according to progress result from their research.

- Graphic Aids

Graphic Aids clarify ideas and highlight important point & informations, allowing audience to both see and hear the message. It can be charts, pictures, slides, handouts etc.

ii) Location

Presentation can be done effectively if we know what the location. Presenters should plan according to location. The topic that can be explained one location can be illegal in other location. So presenter should know locations and include and plan message according to audience needs. While doing this speaker's and audience's considerations should be considered.

iii) Time

Time plays important role for effective presentation. Audience does not want to hear long presentation as it may be boring. So, presenter should include useful and important information in presentation and that should be presented in allocated amount of time.

iv) Organizing and Composing

After above all things is observed, presenter should organize and compose the presentation. He/she should compose introduction, body and conclusion.

v) Preparing

For effective presentation, after organizing composing and making presentation we should practice and prepare outlines, notes for it. We can rehearsing the presentation so that we can give what we want to audience during event time. During this, ~~particular~~ presenter must consider the presentation condition and consider problems that may arise during event and tried to come up with some solution.