**ORAL PRESENTATION**

Oral presentation is where you show your knowledge in particular subject.You might be able to choose your topic or might given something to research on and talk about to an audience or lectures or teachers.

Oral presentation are the best part of a students to practice their Language skills.

It might be a good idea to end ure oral presentation by allowing ure audience to ask you qns on ure subject, but make sure ure prepare to answer them.

**TYPES OF ORAL PRESENTATION**

**1.Impromptu Speaking**

Is when the speaker had no prior warning that would he/she will giving a talk.

No specific preparation have been made and there is no planning at all. However the speaker should have some knowledge or an experience on the topic have been addressed.

It usually in the meetings where an unformed member will be ask to speak on the topic. With quick thinking and application of a certain principle unacceptable speak can be made.

2.**Planned speak**

Is when a speaker had a prior warning that he/she would give a talk.

There is a specific preparation have been made and there is enough planned. It usually occur in meeting where there is specific member who asked to speak in certain topic.

In planned speaking a speaker have enough time to prepare and should use this effectively.

The Main Part of an Oral Presentation

1.A**n introduction**

An introduction is a must. The purpose of an introduction is quick build a rapoort and gain their attention.

You want the audience to be able to be easy to follow ure thought as u lead them into the board of presentation.

The following are some of statement/piece of information to include in ure introduction

a) Who are you specifically

b) Ure qualification to speak on the subject

c) The type of presentation (....)

d) Background information is needed

e) Your outline/summary (thesis)

d) The preview of the main idear to be covered on the topic of board

e) The procedure to be follow during presentation

2. **The Body**

The body is the main part of presentation.

The bod must expaund colon, present, explain support and defend thesis reveled in the introduction. All the main points must be covered. Use eg and illustration for the statement that are difficult for an audience to understand.

Graphic illustration and visual aids not only help to clarify your massage but also colour and credibility.

**3. The conclusion**

The presentation should be concluded with well planned ending.

There are 4 points to consider when u planned ure ending

1. **Summary:**

A clear summary of ure purpose and main points will ensure that audience get a big picture. It should answer the qns from ure audience and tell them what is important about the information you conveyed. Use the same keyword used in the body and make fresh, brief and concise the restatement of ure case. This help to drive ure main points and ensure that ure listeners have a clear understanding of ure intention.

2. **Emotional response:**

If ure speech is designed to arose/course and emotional reaction.,plan to make strong appeals in the conclutionA strong appeal in the conclusion o example:

"Today, I've shown you the devastating effects of plastic pollution on our oceans and marine life. But we're not powerless to stop this. Each of us can make a difference by reducing our plastic use and properly disposing of plastic waste. I urge you to join me in taking action to protect our planet. Together, we can create a cleaner, healthier future for ourselves and for generations to come. Thank you."

In this example, the speaker is making a strong appeal to the audience's sense of responsibility and encouraging them to take action to address the issue of plastic pollution. The call to action is clear and specific, and it emphasizes the importance of individual action in creating positive change.

3**. Recommendations:**

If ure presentation include recommendations particularly one require action on the part of audience state it cleared as part of ure end. Planned in precisely word that u will use in recommendations, lets ure audience know exactly what u want to do.

**4. Flaunder:**

Do not flounder at the end make an easy statement and end ure presentation in a positive note. Plan and memorize the ending statement before u use it

**METHOD OF ORAL PRESENTATION**

There are various method of oral present**ation**

**1 Extemporaneous**

In this method the presenter careful plans in advance and has delivery that is spontaneous the presenter write down only the main point in a note card and use the point to elaborate on an issue.

This method allows spontaneity of thought and adjustment to situation and it also enjoy personal contact with audience. Eg Lecture where a representer research and prepare salary to an audience to speak without reading.

**2.Memorized speech**

Here a representer write down the entire speech then commits every thing to them. The representation is on the memorized items following by a particular order.

It is risk method since one can fail to remember something which can be embarrassing

This type of speech should be short to minimize the danger of what you see

Example of memorized speech include an introduction to a function, a fairwell, a vote of faith, a welcome speech and a prayer.

**3.Scripted speech**

Here the speech is writren out and then read by the representer. The Script means to be represented without errors. Example, the speeches given by a president on national holiday. Although the paper is ready to the audience it should be represented not simply read. This means maintaining high contact and being loudly and clear with interestive intonation ie speech, sound, volume.

This method is not recommended as its difficult for the speeker to maintain a rapport to the audience while she or he living at length.

**PRESENTATION PREPARATION**

**Prepairing for presentation its involve clearly distinct stages which include:-**

1. **Determine the objective of the presentation**

You should determine your goal

The general objective can be semicolon to inform, to partuate to intertain and to advocate a certain course

2.**Analysing the audience.**

An effective presentation must be audience centered. You should understand the audience types and characteristics.

There are four categories of audience analysis

a. The prisoner audience;Are present because they are forced to be their, either by bosses or the situation eg a forced worker attending presentation. As a presenter try to win them over with worth wide talk.

1. The graduate audience;this are those who think they know each all and that there's nothing that can presented that they are not aware off. They are ask a lot of difficulty qns. As presenter should fill in your speaking and make sure you are well informed about the issue at end.
2. Holiday make audience:These are those who think your presentation is chance to relax henxe they are attending this notion in mind. The presenter should try to ensure they should not loose interest.

d. The student audience;this include those who take notes, and smile back. They are very seriously and expect to gain a lot from presentation.

**Audience characteristics are grouped into three categories:**-

a. Demographic factor eg age, religions and gender.

b. Situation factors; eg audience size, attention and dispositions towards you, the topic and location include time of the day.

c. Psycological factor;Such as their status, health, their morals&believes.

Ones you conclude your audience analysis, you should adopt your presentation to put yourself in their place. Anticipate qns and try to answer them, determine their communicational appeal and observe the appropriate standard and decorum

2. **Selecting the method of delivery:-**

This can be through

a. Memory speech

b. Extemporaneous speech

c. Read from man speech

d. Gathering information on subject

**How can you gathering information for your presentation ?**

such as from different books, internet, research etc.

Start with self what do you know about the topic then research on what as been written on the same front print and electronic source. You might even consult the expert of the area.

e. Gathering virtual aids.Virtual aids are the material speaker or presenter use to clarify points, to arose interest and enhance intention. Virtual aids make a presenter more credible and professional than those presenter who do not use them.

1. Preparing a suitable iintroduction. First impression are very important. A good speaker should create a good first impression by having a good introduction.

* Use sufficient background information include a clear statement or purpose and establish your creatibility
* Other method of introduction include the emphasis the importance of your topic at the begin.
* Relate the topic to the audience circumstances
* Asking apartments qns using famous qns, humor and referring to current event relate to the subject.

g. Preparing a conclusion. This is particularly important as most of people pay attention at the end. A good speaker pays attention and makes a powerful conclusion to audience that your ending of your presentation and to reinforce the understanding.

You could summarize your points,understanding topic and make a dramatic statement or even an appeal of an action. Whatever method you use make sure your last impressions is memorable as possible.

1. Rehearsing your presentation. Practice your presentation before presentation to enable think your ideas and hook them to memory. Effective delivery calls for the speaker confidence, eloquence, credibility, vocal ability and body language.

i.Building confidence: Preparing well with good knowledge of topic, good assessment of the audience and practice the presentation should help you make confidence.

Do not give notes explain the issues. This also could help you to get confidence. If the speaker to enjoy about the subject.

1. Actively involving the audience.People can only listen for so long without their attention wondering, if the speaker do more than just make the presentation to estimate. You should build in some simple activities for the audience. For example you should asj them qns which you are confidently know answer.
2. Exbiting credibility : The audience must persevere a speaker as credible if they are to believe him or her. You archieve credibility by demonstrating in depth knowledge on your subject and letting the audience see the mastering. Do not waste the audience's time.

**General purpose of oral presentation**

There are several purposes of oral presentation :-

1. To inform
2. To entertain
3. To influence
4. To trigger

Trigger is to insert a particular felling to people ehich result them into action or into the state of readiness.

**Qualities of a good speaker**

1. Competence: a speaker should be a source of valid information respected in terms of experience, age, leadership , educational background and general command of the subject. As speaker you have to seeing to know what you are talking about. One way of demonstrate competence is to refer to books you have read courting to the qualitative sources.
2. Trustworthiness :- this is the appearance that a speaker of being harnessed, just and objective. The speaker should avoid argue for this believes and interest.
3. Similarity:-similarity of attitude and other factor between the speaker and audiences likings of the presenters and to what he has to offer to the audience.
4. Attraction :-this is orientation of the audience toward the speaker. Attractions refer to the relationship of approaching rather than avoiding. The source of attraction /avoidance include:-
5. appearance
6. Prejudices
7. Audiences recognition of the speaker positive concept. An effective speaker will emphasize factors/issues that will cause listeners to like or be attracted by him or her.

**The Delivery of The Speech**

General practical skills are needed to deliver a speech effectively.