

ORAL PRESENTATION

Essential Steps/ Stages:

1) Determine the purpose of the speech

- i) Whether the speech is informative
- ii) ----- persuasive
- iii) ----- is to create goodwill

2) Analyze the audience and the situation

- i--- Whether the audience are learned or illiterate
- ii--- Their age group
- iii—Their size

3) Choose the main ideas

- i---Keeping in view the purpose and the audience,
Choose the main ideas of the speech
- ii—Arrange the ideas

4) Research the topic thoroughly

1) Organize the data and write the draft

After collection of the data, the speaker should organize it and write the first draft of the speech.

2) Make arrangements for visual aids

7) Do a rehearsal of the speech

Methodology of Speeches

- 1) **Extemporaneous Method** ----- Prepared outline--- more eye contact
- 2) **Manuscript-Reading Method**----- Effective in making long speech----
should have an eye contact with the audience---
- 3) **Memorization Method**----- Learning by heart---- the speaker must try
that his speech must look natural---- suits a beginner, observe pauses.
- 4) **Impromptu Method**----- without preparation---
opted in meetings, discussions and debates---
first try to gather points from the discussion of the other speakers.

Factors of Oral Presentation

- 1- Appearance
- 2- Posture
- 3- Eye Contact
- 4- Voice
- 5- Audience

Methodology of Speechess

- 1) **Extemporaneous Method** -----

To make a speech from a prepared outline.

- 2) **Manuscript-reading Method**

Reading

Suited to deliver long speeches

The speaker should not lose eye-contact with the audience

3) **Memorization Method**

Learning by heart

Present it in a natural way

(It suits to a beginner who does not have a lot of confidence)

4) **Impromptu Method**

Without rehearsal or preparation

Opted in discussions, meetings or conferences

First try to gather points from the discussion