Quiz # 1

Q1) Write a short note on Presentation Skills.

**Presentation Skills:**

Presenting information clearly and Well to the required audience is a key skill for presentation. Today, presentation skills required in every field and most of us required to give presentation in companies, Universities and on other occasions.

There are 3 Pillar of presentation skills.

* Logic: Your communication should be logical like facts and figures.
* Emotion: giving examples according to required audience so, they understand you better.
* Ethics: Between Communication you have to Know the ethics like, not be to sentimental, don’t talk about controversial topics and don’t give examples on gender and race.

There are also 5 stages that need to be followed.

* Memory: Must know all about the required topic and keep that in your mind.
* Style: Dressing or presentation style like, gesture, Nonverbal communication.
* Grammar: Focus on correct grammar whatever language you follow.
* Arrangement: Formal Dressing and Speak in arrange manner like, intro, body, and conclusion.
* Invention: always give new and innovative examples.