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# Quiz: 01

Write a short note on presentation skills.

## Presentation Skills

Presentation is a means of communication that can be adapted to various speaking situations like talking to group, in meeting, explaining about something to a team. For delivering effective and engaging presentation, there is some skills that give presentation a structure, tones of your voice, body language etc. so first your presentation should be logical mean what you are saying is true or is it really going to happen. Your statement must be true. Second emotional appeal, presentation should be related to people or their emotions. And Last ethics, present in a way that should also see others sentiments, for examples don’t say bad things about audience language, their religion, cast.

There is 5 stages

1. Memory: clear concept, knowledge about your topic, good speak.
2. Style: your presenting style, dressing, gestures, body language
3. Grammar: no grammatical mistake on your presentation, no punctuation mistakes.
4. Invention: give new examples. What is new.
5. Arrangement: arrangement of memory, present with a proper structure.