**IT5x81 Questions and Exercises 4 – Delivering presentations**

*Use the provided Powerpoint slides (on Moodle) and the IT5x81 Workbook to answer these questions.*

**Questions**

1. What are the four phases of making an effective presentation? (ref. Oral presentations handout, pg. 201)

Preparing planning practising polishing

1. List any three vocal qualities to be considering when delivering presentations. (ref. Oral presentations handout, pg. 210)

Pronunciation volume speed

1. List any three non-verbal communication techniques that are used when delivering presentations. (ref. Oral presentations handout, pg. 211)
2. Stand tall and relax. Keep your head up and shoulder down.
3. Move around if you wish

smile

1. What is a visual aid? What is the purpose of visual aids? List any three visual aids. (ref. Workbook pg. 128)

Q1. Divert attention from the words spoken. Reinforcement

Speed up understanding

Enhance understanding

Q2. The purpose of visual aids is to keep attention of the audience and improve understanding.

Q3. Power point

Videos

Posters