

# ENGLISH MODULE 2

## PART – A

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### 1. Define the term “speaking”.

Speaking is an act of making vocal sounds. We can say that speaking means to converse or expressing one's thoughts and feelings in spoken language. To speak often implies conveying information. It may be from an informal remark to a scholarly presentation to a formal address. Speaking skills are the skills that give us the ability to communicate effectively. These skills allow the speaker, to convey his message in a passionate, thoughtful, and convincing manner.

### 2. Discuss the significance of speaking.

Language is a tool for communication. We communicate with others, to express our ideas, and to know others' ideas as well. Communication takes place, where there is speech. Without speech we cannot communicate with one another. The importance of speaking skills hence is enormous for the learners of any language. Without speech, a language is reduced to a mere script. The use of language is an activity which takes place within the confines of our community. We use language in a variety of situations. People at their workplaces, i.e., researchers working either in a medical laboratory or in a language laboratory, are supposed to speak correctly and effectively in-order to communicate well with one another.

### 3. Mention any four aspects of essentials for effective speaking.

(Write any four; extra points added for reference)

- ***The audience is not the enemy***

The reason why many people avoid public speaking is because they have a fear of it, which is partially fear of an unknown and possibly hostile audience. It is to be remembered that the audience is not the enemy.

- ***Write your speech word for word***

Good speaking begins with good writing; good writing depends on good editing.

- ***Bring life to your words with colourful images and examples***

This is where style becomes apparent. Choose those words which evoke the audience 's own imagination so that they start to experience what you are saying, rather than just hearing it.

- ***Six words that can change the way you speak: Make a Point; Tell a Story***

The speaker should have a point in his/her speech; rather than explain that point to audience, He needs to have them discover it through experiencing it as part of the story he tells

- ***Six emotions that will connect with any audience: happiness, sadness, anger, surprise, disgust, and fear***

Choose words which not only create an image but evoke at least one of the emotions listed above. When people empathize with you, they are more willing to accept your message that you want to convey in your speech.

- ***Do not underestimate the power of laughter***

When we laugh, we relax. When we relax, our minds are more receptive to learning.

- ***Do not tell us, take us***

Rather than describing the incident like a reporter, take us as an eyewitness to the event by acting it out with movements, gestures, vocal inflections that put us right there in the middle of the action.

#### **4. Explain the issues to handle the fear of audience.**

When the speaker is faced with the fear of speaking to an audience, it is imperative to recognize the fact that the audience is not, in fact, the speaker's enemy. Do not try to get rid of your fear; strap up it and consider it a constant companion which keeps you trying to do your best. The audience will forgive an occasional mistake; Just remember to locate some friendly faces out there, those people who seem to be nodding and in general getting enthusiastic about your message. If you do happen to make a mistake, locate those friendly faces! Just remember that because you see somewhat who seems not to be enthusiastic, it could be a combination of culture, personality, or occupation that does permit them to show it as openly as others.

## **5. What are the six words that can change the way we speak?**

The six words that can change the way you speak: *Make a Point; Tell a Story.*

The speaker should have a point in his/her speech; rather than explain that point to audience, He needs to have them discover it through experiencing it as part of the story he tells.

## **6. Explain the power of laughter.**

When we laugh, we relax. When we relax, our minds are more receptive to learning. People tend to be more open and empathizing when laughing. When people empathize with you, they are more willing to accept your message that you want to convey in your speech. Well-placed jokes can be highly impactful in a speech in this regard.

## **7. Define verbal communication.**

Verbal Communication is a type of oral communication wherein the message is transmitted through the spoken words. Here the sender gives words to his/her feelings, thoughts, ideas and opinions and expresses

them in the form of speeches, discussions, presentations, and conversations.

## **8. Define non-verbal communication.**

Nonverbal communication includes gestures, facial expressions, and body positions (known collectively as —body language)), as well as unspoken understandings and presuppositions, and cultural and environmental conditions that may affect any encounter between people.

## **9. Mention the various elements of nonverbal communication.**

- **Gestures:** It means a movement of part of the body, especially a hand or the head, to express an idea or meaning. There are different types of them.
- **Posture:** Posture can reflect emotions, attitudes, and intentions. Research has identified a wide range of postural signals and their meanings.
- **Facial Expressions:** Facial expressions are one form of nonverbal communication. These subtle - and sometimes not so subtle - expressions can communicate everything from pleasure or displeasure to surprise or boredom.

## **10.Explain briefly the terms postures and gestures.**

**Gestures:** It means a movement of part of the body, especially a hand or the head, to express an idea or meaning. These are divided into four types.

- **Emblems**
- **Illustrators**
- **Regulators**
- **Adaptors**

**Posture:** Posture can reflect emotions, attitudes, and intentions. Two forms of posture have been identified, 'open' and 'closed', which may reflect an individual's degree of confidence, status, or receptivity to another person.

### **11.Explain the various aspects of facial expressions.**

Facial expressions are one form of nonverbal communication. These subtle - and sometimes not so subtle - expressions can communicate everything from pleasure or displeasure to surprise or boredom. A smile can indicate approval or happiness. A frown can signal disapproval or unhappiness. In some cases, our facial expressions may reveal our true feelings about a situation. While you say that you are feeling fine, the look on your face may tell people otherwise. A smile can indicate approval or happiness. A frown can signal disapproval or unhappiness. In some cases, our facial expressions may reveal our true feelings about a situation. While you say that you are feeling fine, the look on your face may tell people otherwise.

### **12.Define visual aids.**

Visual aids mean an item of illustrative matter, such as a film, slide, or model, designed to supplement written or spoken information so that it can be understood more easily. If visual aids are used well, they will enhance a presentation by adding impact and strengthening audience involvement, yet if they are managed badly, they can ruin a presentation.

Some commonly used visual aids are:

- i. Whiteboards and Interactive Whiteboards
- ii. Flip chart
- iii. Over-head projector (OHP)
- iv. Slides
- v. Video
- vi. PowerPoint or other presentation software
- vii. Handouts

**13. Write a short note on slide preparation.**

Slides of excellent visual quality can have great impact on any size of group. However, a good blackout is required for the images to be seen clearly and this causes eye contact with the audience to be lost. Unlike with other methods of presentation, you will not be able to add any spontaneous notes or records to the slides. If you are using slides, ensure that they are prepared in the correct order, ideally numbering the slides so that if the carousel is dropped the slides can quickly be reordered.

**14. Explain briefly the preparation of power point presentation.**

Use of PowerPoint and other presentation software is quite common when preparing for a presentation. Care should be taken, however, that visual effects do not detract from the presentation itself. If you choose to use PowerPoint, try to have a practice run well in advance of a presentation so that you are confident when giving the presentation itself.

**15. What are flip charts?**

A flip chart is a popular, low cost, low tech solution to recording interactive meetings and brainstorming sessions. A flip chart can be prepared in advance and is portable; it requires no power source and no technical expertise. Flip charts are ideal for collecting ideas and responses from the audience and are good for spontaneous summaries. However, if the audience is large, a flip chart will be too small to be seen by everyone.

**16. Explain the utility of OHP and TV in a presentation activity.**

**A. Over-Head Projector (OHP):** Displays can be prepared on acetates, both in written and graphic form. They command attention but, as with

other visual aids, care must be taken to talk to the audience and not the screen. OHPs are suitable for both large and small groups although the machines can be noisy and unreliable, and the projector can obscure the screen. OHPs as a method of presenting have now largely been replaced by presentations projected from a computer onto a whiteboard or other screen.

**TV:** Videos are excellent for training purposes but can be difficult to fit into a presentation structure. If a computer connected to a TV is available then videos can be played as files, from a DVD or with an Internet connection via YouTube or other online sources. Videos can also be built into a presentation using PowerPoint or other presentation software

## **17.What are the basic techniques of oral presentation?**

Some basics techniques that can be used during an oral presentation are:

- Maintain eye contact. Only look at notes or slides very briefly. Sweep the room with your gaze, pausing. Briefly on various people.
- Be aware of your body posture.
- Be enthusiastic about your topic.
- Smile
- Slow down your speech. We naturally talk faster when we are nervous. Include pauses to allow your listeners to keep up and time for you to think ahead.
- Use gestures to emphasize points and move about the space if possible.

## **18.Mention the ways to strengthen your speech.**

- ***Know Your Audience:***  
Find ways to get acquainted with your listeners. Aim to be intimate with them. Dig up their eccentricities, wants, aches, and pet peeves. Be aware of their age bracket. Demographics are an integral part of discovering your audience.
- ***Be an Expert on Your Topic:***

Make sure there is nothing you are embarrassed to say or are not positive of the pronunciation. It will also help to not use words you do not know the meaning to, so you do not use a wrong word or do not give it the right emotion. It is advisable to not use too many words that the audience might not know and run the risk of alienating them.

- ***Accentuate the Positive:***

Get in touch with your strengths and weaknesses as a speaker and zero in on what you do best. After a thorough analysis, pick your kind and focus on delivering your talk with your own style. Do not alter yourself because you think one style is better than another or try to be somebody you are not.

- ***Visualize Your Audience:***

Imagine that you are talking to a group of people who are ignorant. Maintain eye contact.

### **19.Explain the factors of planning while preparing for a presentation.**

Oral presentations require a good deal of planning. Some important factors to be considered in the planning stage are:

- i. Focus your presentation on the audience.
- ii. Organize your information into three to five points/categories.
- iii. Build repetition.

### **20.Explain the significance of power point presentation.**

Use of PowerPoint and other presentation software is quite common when preparing for a presentation. PowerPoint slides can be powerful visual aids and well-done slides can capture the audience's interest strongly. Care should be taken, however, that visual effects do not detract from the presentation itself.



# PART – B

## Multiple Sources

1. What are the important essentials of speaking skills? Explain in detail with examples.

- ***The audience is not the enemy***

The reason why many people avoid public speaking is because they have a fear of it, which is partially fear of an unknown and possibly hostile audience. It is to be remembered that the audience is not the enemy.

- ***Write your speech word for word***

Good speaking begins with good writing; good writing depends on good editing.

- ***Bring life to your words with colourful images and examples***

This is where style becomes apparent. Choose those words which evoke the audience's own imagination so that they start to experience what you are saying, rather than just hearing it.

- ***Six words that can change the way you speak: Make a Point; Tell a Story***

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- ***Six emotions that will connect with any audience: happiness, sadness, anger, surprise, disgust, and fear***

Choose words which not only create an image but evoke at least one of the emotions listed above. When people empathize with you, they are more willing to accept your message that you want to convey in your speech.

- ***Do not underestimate the power of laughter***

When we laugh, we relax. When we relax, our minds are more receptive to learning.

- **Do not tell us, take us**

Rather than describing the incident like a reporter, take us as an eyewitness to the event by acting it out with movements, gestures, vocal inflections that put us right there in the middle of the action.

## **2. Explain the term 'barrier'. Give a list of various barriers that obstruct speaking skills.**

### **Barriers of Speaking skills:**

It does not matter how effective you are in communicating with others, sometimes you may face communication barriers. Communication barriers are defined as the factors that break or interrupt a communication process.

They are roughly classified as two – a) Listening barriers and b) Speaking barriers

#### **Listening Barriers:**

1. Interrupting the speaker with improper body language and meaningless questions.
2. Less concentration on speaker's facial expressions and not keeping eye contact with the speaker
3. Provoking the speaker to conclude the topic as soon as possible.
4. Giving the impression that the speaker is wasting his/her time with his speech
5. More concentration on distracting material which is not a part of the ongoing discussion
6. Going ahead of the speaker and concluding his/her ideas
7. Less memory power – this makes you out of the subject being discussed
8. Asking too many questions to prove your attentiveness

#### **Speaking Barriers:**

1. Rough and unclear data or information about the topic
2. Inconsistent communication – Missing the flow and going too fast or too slow

3. Unclear pronunciation – abrupt sentences or words
4. Miscommunication or not understanding the listener
5. Using negative words – Meaning of some words may differ from region to region and culture to culture.

### **3. Define oral presentation. Explain the important aspects of planning a presentation**

A) An oral **presentation** is the process of **presenting** a topic to an audience. It is typically a demonstration, introduction, lecture, or **speech** meant to inform, persuade, inspire, motivate, or to build good will or to present a new idea. Scholars, professionals, and students in all fields desire to disseminate the new knowledge they produce, and this is often accomplished by delivering oral presentations in class, at conferences, in public lectures, or in company meetings. Therefore, learning to deliver effective presentations is a necessary skill to master both for college and further endeavours.

Oral presentations typically involve three important steps:

- 1) Planning,
- 2) Practicing, and
- 3) Presenting

#### **1. Planning**

Oral presentations require a good deal of planning. Scholars estimate that approximately 50% of all mistakes in an oral presentation actually occur in the planning stage (or rather, lack of a planning stage). Make sure to address the following issues:

##### **Audience:**

- I. Focus your presentation on the audience.
- II. Organize your information into three to five points/categories.
- III. Build repetition.

## **2. Practicing**

Practicing your presentation is essential. It is at this stage of the process that you figure out word and phrase emphasis and the timing of your sections and overall presentation.

- ❖ Record your presentation and review it in order to know how you sound and appear to your audience.
- ❖ Consider using different colored highlighters to remind yourself when to pause, when to emphasize a particular point, when you have a slide change on your PowerPoint, etc.
- ❖ Practice in front of peers and elicit feedback. Ask your peers to comment on your delivery and content.

## **3. Presenting**

As the person in charge of the situation when presenting, it is your job to make your audience feel comfortable and engaged with both you and the material of the presentation.

- maintain eye contact. Only look at notes or slides very briefly.
- Sweep the room with your gaze, pausing.
- Briefly on various people.
- be aware of your body posture.
- be enthusiastic about your topic.
- Smile
- Slow down your speech. We naturally talk faster when we are nervous.
- Include pause to allow your listeners to keep up and time for you to think

Ahead

- Use gestures to emphasize points and move about the space if possible.

#### **4. Explain in detail the various aspects of practicing and presenting parts of an oral presentation.**

##### **A. Practicing:**

Practicing your presentation is essential. It is at this stage of the process that you figure out word and phrase emphasis and the timing of your sections and overall presentation.

- ❖ Record your presentation and review it in order to know how you sound and appear to your audience.
- ❖ Consider using different coloured highlighters to remind yourself when to pause, when to emphasize a particular point, when you have a slide change on your PowerPoint, etc.
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##### **Presenting:**

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- Smile
- Slow down your speech. We naturally talk faster when we are nervous.
- Include pause to allow your listeners to keep up and time for you to think

##### **Ahead**

- Use gestures to emphasize points and move about the space if possible.

## **5. Give reasons that “Oral presentation requires a good planning”.**

An effective oral presentation makes the best use of the relationship between the presenter and the audience. It takes full consideration of the audience's needs in order to capture their interest, develop their understanding, inspire their confidence and achieve the presenter's objectives. Careful planning is essential.

### **Six stages in planning an oral presentation**

#### **1. Preparation**

Many factors affect the design of your oral presentation. A powerful presenter will acknowledge and address each of the following:

- objectives
- audience
- venue
- remit.

#### **2. Choosing your main points**

Once you have thought about the design of your presentation, you can define your main points. Try to present not more than three main points in a ten minutes presentation. Always allow time for an adequate introduction and conclusion. It is difficult for an audience to follow a more complex argument without significant help from the presenter. A powerful presentation delivers information in a logical, structured manner, building on the previous point and avoiding large jumps in sequence.

#### **3. Choosing your supporting information**

The supporting information helps your audience understand, believe in and agree with your main points. This evidence might take the form of factual data, points of detail or an explanation of process. It might be presented in imaginative ways using diagrams, pictures or video segments.

#### **4. Establishing linking statements**

The next stage is to develop the linear flow of your presentation. This can be achieved by using linking statements to show clearly how your main points fit together. Common linking statements include:

- *“The next stage in our project was to ...”;*
- *“Another important issue of consideration was ...”;*
- *“By following this argument, we can now see that ...”.*

Linking statements send signals to your audience, highlighting the next point in your argument, linking to earlier ideas or clarifying the stage you have reached in your argument overall. This may be of particular importance in a lengthy presentation where even the most effective presenter has to work hard to keep an audience involved.

### **5. Developing an opening**

The introduction to your presentation is crucial. It is your first point of contact with your audience; you can either capture or lose your audience’s interest in a matter of seconds. Use your introduction to lay a clear foundation for the presentation to follow. Try using the following structure:

- introduce yourself;
- state *what* you will be talking about (a title or subject area);
- state *how* you will be talking about it (e.g. by comparing test results or reviewing the supporting literature);

### **6. Developing a conclusion**

Your conclusion is another important stage in your presentation. You can use it to remind your audience of your main points, draw these points to a stimulating conclusion and leave your audience with a lasting impression of the quality of your presentation. The following structure provides a powerful conclusion:

- a review of your title or subject area  
*“In this presentation I wanted to explore the relationship between X and Y.”;*
- a summary of your main points  
*“We have discussed the following points...”;*
- a summary of the process you have been through  
*“By looking at X we have found that Y ...”;*

## **6. Do you think one must need speaking skills in professional life? Explain**

A. Yes, one must need speaking skills in professional life because; speaking skills can help you in all areas of life. Having the vocabulary and wide range of English skills will assist you in acquiring a good job, communicating well to others, in business, at work or in school. The more knowledgeable you are in your speaking skills, the less frustration in conveying yourself to others. Good speaking skills widen your options in job choices. Seas, business, teaching, communications, computers, management, administration, law, police work, government jobs, reception, hospitality industry, marketing, doctorates, customer service, all depend on excellent speaking skills, to name a few. Probably one of the most needed skills in advancing your profession or job.

In short, speaking skills enable you to put your point across succinctly and evocatively whether in conversations, teleconversations, interviews, group discussions, elevator pitches, presentations, and so on. We are taught a lot of subjects in depth during our formal education.

## 7. What is public speaking? Explaining in detail about addressing a large formal gathering?

A) Public speaking (also called **oratory** or **oration**) is the process or act of performing a speech to a live audience. It is the process of communicating information to an audience. It is usually done before a large audience, like in school, the workplace and even in our personal lives. The benefits of knowing how to communicate to an audience include sharpening critical thinking and verbal/non-verbal communication skills.

### **Addressing a large formal gathering**

Addressing a small group or a large formal gathering is not an easy goal but it can be done. Begin by setting aside time to assemble your piece. Move on by jotting down points you want to get across to your audience. Then arrange them logically, so they flow naturally from one to the next. After this you can mix in something more to hold your audience's



attention: stories, illustrations, and props, like images, and videos in your slideshow.

### **Strengthen your speech following the given methods**

- Know Your Audience
- Strengthen your speech following the given methods
- Know Your Audience
- Accentuate the Positive
- Get Comfortable with the Environment
- Visualize Your Audience

When you're finally up on that podium, relax, take three long and deep breaths, smile, and say hi to the crowd. If you're still nervous after saying hi, read your first two lines with all the confidence you can muster right from your script. After your first two lines, move on to your third, the fourth, and so on. Maintain eye contact.

## **8. What is power point presentation? Explain the ways to make PowerPoint presentation?**

PowerPoint (PPT) is a powerful, easy-to-use presentation graphics software program that allows you to create professional-looking electronic slide shows.

Use of PowerPoint and other presentation software is quite common in presentation today. Care should be taken, however, that visual effects do not distract from the presentation itself.

Some important things to remember when making a PowerPoint presentation are

### **1. Build your slides last:**

It is important to remember that the slides are meant to add to a well-designed speech, not replace it. Therefore, it is advisable to build the slides at the end of the speech-writing process.

### **2. Do not try to replace you:**

It is advisable to keep the effects in the presentation to a minimum to prevent distracting the audience from the actual speaker.

### **3. Use a consistent theme:**

A consistent theme pulls together the variety in your images and message, as you move from problem to solution

**4. One narrative per slide:**

In 60-minute, speech, one can have 30-35 slides, depending on content or complexity of the message. Each slide should represent a complete thought. It might be presenting statistics (sparingly), recalling an experience that leads to a lesson, or teaching a lesson.

**5. Fade to black when speaking:**

Fade to black every once in a while, to regain the audience's attention.

**6. When in doubt, dump it:**

It is a good idea to cut the fat out of your slides if it is not necessary. Only keep slides that actually add to your speech.

**9. Interpret about verbal communication and its significance in detail**

**A)** Verbal Communication is a type of oral communication wherein the message is transmitted through the spoken words. Here the sender gives words to his/her feelings, thoughts, ideas and opinions and expresses them in the form of speeches, discussions, presentations, and conversations.

Verbal communication depends on the tone of the speaker, clarity of speech, volume, speed, body language and the quality of words used in the conversation. In the case of the verbal communication, the feedback is immediate since there are a simultaneous transmission and receipt of the message by the sender and receiver respectively.

With a major rise in the use of technology, verbal communication is still vitally important in the workplace. Email and smart phones may make it more convenient to communicate, but sometimes only verbal communication gets the point across effectively

Nothing beats verbal communication. For example, many people can retain information more easily when it's presented directly to them or by watching someone in-person complete the task. During an in-person meeting or training session, participants can ask spontaneous questions, get immediate answers and fully understand the situation or task at hand.

So, the success of the verbal communication depends not only on the speaking ability of an individual but also on the listening skills. How effectively an individual listens to the subject matter decides the effectiveness of the communication. The verbal communication is applicable in both the formal and informal kind of situations.

#### **10. Differentiate the methods that are followed in Oral presentation and power point presentation?**

A. If you do choose to use PowerPoint presentation, try to have a practice run well in advance of a presentation so that you are confident when giving the presentation itself. A few methods followed in power point presentation are:

1. Build your slides last
2. Don't try to replace you
3. Use a consistent theme
4. Use a consistent theme
5. One narrative per slide
6. Fade to black when speaking
7. When in doubt, dump it

An oral presentation is the process of presenting a topic to an audience. It is typically a demonstration, introduction, lecture, or speech meant to inform, persuade, inspire, motivate, or to build good will or to present a new idea.

Different methods followed in Oral presentations are:

- 1) Planning,
- 2) Practicing, and
- 3) Presenting

#### **11. What is meant by Oral communication? Explain in detailed formal oral communication?**

A. Oral communication implies communication through mouth. It includes individuals conversing with each other, be it direct conversation or telephonic conversation. Speeches, presentations, discussions are all forms of oral communication. Oral communication is generally recommended when the communication matter is of temporary kind or where a direct interaction is

required. Face to face communication (meetings, lectures, conferences, interviews, etc.) is significant so as to build a rapport and trust.

**Formal Oral Communication:**

In formal oral communication, certain rules, conventions and principles are followed while communicating message. Formal communication occurs in formal and official style. Usually professional settings, corporate meetings, conferences undergo in formal pattern. In formal communication, use of slang and foul language is avoided and correct pronunciation is required. Authority lines are needed to be followed in formal communication.

## **12. Discuss the importance of audience in public speaking?**

A. Audience analysis involves identifying the audience and adapting a speech to their interests, level of understanding, attitudes, and beliefs. Taking an audience-centered approach is important because a speaker's effectiveness will be improved if the presentation is created and delivered in an appropriate manner. However, there are those extremely shy and very sensitive members of the audience who might withdraw from going through the rest of your presentation if they hear you will be calling on them up on the stage. The objective is to gain an audience and not to lose any of them. Another way to get the audience to participate as well as pay attention is by giving them due recognition. Try to acknowledge a single member of the audience for a specific achievement or a moment of a good performance, or at least acknowledge a group of the audience.

## **13. What are the older visual aids that may still be effective in the class room? Explain**

A. Older Visual Aids That May Still Be Effective:

Over-Head Projector (OHP) Displays can be prepared on acetates, both in written and graphic form. They command attention but, as with other visual aids, care must be taken to talk to the audience and not the screen. OHPs are suitable for both large and small groups although the machines can be noisy and unreliable and the projector can obscure the screen. OHPs as a method of presenting have now largely been replaced by presentations projected from a computer onto a whiteboard or other screen.

Slides

Slides of excellent visual quality can have great impact on any size of group. However, a good blackout is required for the images to be seen clearly and this causes eye contact with the audience to be lost. Unlike with other methods of presentation, you will not be able to add any spontaneous notes or records to the slides. If you are using slides, ensure that they are prepared in the correct order, ideally numbering the slides so that if the carousel is dropped the slides can quickly be reordered.

#### Handouts

Handouts summarizing or including the main points of a presentation are an excellent addition but must be relevant. Presentation software packages such as PowerPoint can automatically generate handouts from your presentation slides.

### **14. What are the common visual aids? Explain the purpose of the visual aids in detail?**

A. Visual aids mean an item of illustrative matter, such as a film, slide, or model, designed to supplement written or spoken information so that it can be understood more easily. One should only use visual aids if they are necessary to maintain interest and assist comprehension in your presentation. If visual aids are used well, they will enhance a presentation by adding impact and strengthening audience involvement, yet if they are managed badly they can ruin a presentation. The following are common visual aids:

a) Whiteboards and Interactive Whiteboards If available, whiteboards are good for developing an explanation, diagrams and simple headings, and for recording interaction with, and comments from, the audience during brainstorming sessions. Remember if using a whiteboard, you should ensure that your handwriting is legible, aligned horizontally, and is sufficiently large to be seen by all the audience. Also ensure that you use non-permanent pens (sometimes referred to as dry-wipe pens) rather than permanent markers so that your writing can be erased later.

#### b) Flip Charts

A flip chart is a popular, low cost, low tech solution to recording interactive meetings and brainstorming sessions. A flip chart can be prepared in advance and is portable; it requires no power source and no technical expertise. Flip charts are ideal for collecting ideas and responses from the audience and are

good for spontaneous summaries. However, if the audience is large, a flip chart will be too small to be seen by everyone.

#### c)Video

Videos are excellent for training purposes, but can be difficult to fit into a presentation structure. If a computer connected to a projector is available then videos can be played as files, from a DVD or with an Internet connection via YouTube or other online sources. Videos can also be built into a presentation using PowerPoint or other presentation software.

#### d)PowerPoint

Use of PowerPoint and other presentation software is very common when preparing for a presentation. Care should be taken, however, that visual effects do not detract from the presentation itself. If you choose to use PowerPoint, try to have a practice run well in advance of a presentation so that you are confident when giving the presentation itself.

### **15.Mention the various aspects of body language in establishing successful communication.**

A. Body language means the conscious and unconscious movements and postures by which attitudes and feelings are communicated. Such behaviour includes facial expressions, body posture, gestures, eye movement, touch and the use of space. There are several different categories of body movement, these include:

#### 1. Gestures:

It means a movement of part of the body, especially a hand or the head, to express an idea or meaning. These are divided into four types.

- Emblems
- Illustrators
- Regulators
- Adopters

#### 2. Posture:

Posture can reflect emotions, attitudes and intentions. Research has identified a wide range of postural signals and their meanings, such as:

- Open and Closed Posture
- Closed Posture
- open Posture

#### 3. Facial Expressions:

Facial expressions are one form of nonverbal communication. A smile can indicate approval or happiness. A frown can signal disapproval or unhappiness. In some cases, our facial expressions may reveal our true feelings about a particular situation. While you say that you are feeling fine, the look on your face may tell people otherwise.

## **16. Discuss the importance of postures and gestures in communication process.**

A. Whenever we talk about communication, it is verbal communication that we mostly consider. But besides oral communication, non-verbal communication is also of great importance for determining our attitude and conveying our feeling in any social situations, such as at workplace. In fact, it is recommended that you pay enough attention to your posture at workplace in order to build up a good reputation.

There are certain postures that convey a negative attitude

- Folded arms or crossed legs usually send the message that you are being defensive or are not interested in what is happening. It also shows that you withdraw from the entire situation and are not ready to embrace any new idea that comes out.
- Maintain a more relaxed posture with your elbows opened out, knees a little spaced out and the arms a bit away from the body. This will suggest a more confident and open-minded attitude which must be exactly what we want.
- Standing straight boosts up your confidence, leaning slightly can also be effective at times. When you talk to someone, leaning towards that person indicates that you are interested in him and whatever he has to say.
- Another interesting posture that can positively affect your communication at the workplace is “mirroring.” Mirroring helps in developing a connection with the other person in a very subtle manner

Gestures:

Gesture reflects speakers' thoughts, often their unspoken thoughts, and thus can serve as a window onto cognition. Encouraging speakers to gesture can thus provide another route for teachers, clinicians, interviewers, etc., to better understand their communication partners. Gesture can change speakers' thoughts. Encouraging gesture thus has the potential to change how students,

patients, witnesses, etc., think about a problem. These are divided into four types.

a) Emblems:

Gestures that serve the same function as a word are called emblems. For example, the signals that mean 'OK', 'Come here!', or the hand movement used when hitch-hiking. However, be aware that whilst some emblems are internationally recognized, others may need to be interpreted in their cultural context.

b) Illustrators:

Gestures which accompany words to illustrate a verbal message are known as illustrators. For example, the common circular hand movement which accompanies the phrase 'over and over again', or nodding the head in a particular direction when saying 'over there'.

c) Regulators:

Gestures used to give feedback when conversing are called regulators. Examples of 'regulators' include head nods, short sounds such as 'uh-huh', 'mm-mm', and expressions of interest or boredom.

d) Adaptors:

Adaptors are non-verbal behaviours which satisfies some physical need. Adaptors include such actions as scratching or adjusting uncomfortable glasses, or represent a psychological need such as biting fingernails when nervous. Although normally subconscious, adaptors are more likely to be restrained in public places than in the private world of individuals where they are less likely to be noticed. Adaptive behaviours often accompany feelings of anxiety or hostility.

**17. Define Oral presentation and explain the methods involved in its preparation.**

A. Refer ANSWER 11

**18. Explain the various aspects of facial expressions to make effective use of body language.**

A. Facial expressions are one form of nonverbal communication. These subtle - and sometimes not so subtle - expressions can communicate everything from pleasure or displeasure to surprise or boredom. Think for a moment about



how much a person is able to convey with just a facial expression. A smile can indicate approval or happiness. A frown can signal disapproval or unhappiness. In some cases, our facial expressions may reveal our true feelings about a particular situation. While you say that you are feeling fine, the look on your face may tell people otherwise. Just a few examples of emotions that can be expressed via facial expressions include:

1. Happiness
2. Sadness
3. Anger
4. Surprise
5. Disgust
6. Fear
7. Confusion
8. Excitement
9. Desire
10. Contempt (explain each expression on your own)

### **19. Explain the various ways of preparing power point presentation for oral presentation PowerPoint presentation**

A. Use of PowerPoint and other presentation software is very common in presentation today. Care should be taken, however, that visual effects do not detract from the presentation itself. If you do choose to use PowerPoint, try to have a practice run well in advance of a presentation so that you are confident when giving the presentation itself. Easy ways to make PowerPoint presentation for oral presentation:

- 1) Build your slides last
- 2) Don't try to replace you
- 3) Use a consistent theme
- 4) One narrative per slide
- 5) Fade to black when speaking
- 6) When in doubt, dump it

1. BUILD YOUR SLIDES LAST. You could be tempted to start monkeying with slides early in your speech writing process – don't. It's like building a road – until you know where that road is heading there's no point laying down sidewalks and planting trees. Your slides are there to ADD to a well-designed speech, not to replace it.

2. **DON'T TRY TO REPLACE YOU.** People come to listen to you – your thoughts, interpretations and insights. Fancy transitions, YouTube clips, and tons of text steal from your content and delivery. Remember: every time you hit that clicker the audience leaves you and goes to the screen.
3. **USE A CONSISTENT THEME.** A consistent theme pulls together the variety in your images and message, as you move from problem to solution. You could use the baked-in themes supplied in PowerPoint or Keynote – I don't because I want a simpler, more unique look. I create a custom theme simply with my titles, a consistent white background, and sometimes with my logo or my client's logo.
4. **ONE NARRATIVE PER SLIDE.** In 60 minutes speech, one can have 30-35 slides, depending on content or complexity of the message. Each slide represents a complete thought. It might be presenting statistics (sparingly), recalling an experience that leads to a lesson, or teaching a lesson.
5. **FADE TO BLACK WHEN SPEAKING.** Your slides are not the point—you are. When you fade to black, you regain your audience's attention. For example, after presenting one solution, you fade to black while you explain on how to apply the solution in your work.
6. **WHEN IN DOUBT, DUMP IT.** In the process of presentation, slides can be essential – they can also be a distraction. When you are struggling, trying to decide if you need a slide, or not, ask yourself: "Will it make my speech?" If not, dump it. Remember, nobody will miss what isn't there.

**20. Explain the various steps involved in slide preparation in presenting the power point.**

A. Similar to ANSWER 19

## PART C

Part C Solutions have not been included as the questions can be answered based on your personal opinion. There is no appropriate content in the Lecture Notes as well. So please go through Part A and Part B Solutions and try making answers on your own if it happens to come in any of our exams...