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BSc Degree

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English – II (Advanced English)
Professor. Dr. Shreesh Chaudhary
Department of Humanities and Social Sciences
Indian Institute of Technology, Madras
Lecture No. 05
Making a Presentation

Hello and welcome to this another session in speaking module for this course in English for your program. We have been looking at how great presentations have been made in simple language, in standard accent, which also includes other than pauses and stress, rhythm. And we also saw what we mean, what somebody means, when they say this speech is rhythmic. There is rhythm here. It is not flat, it is not monotonous, is not mechanical, it is not machinelike.

Well, perhaps they mean that as in any other kind of conversation, this speech also had an alternating pattern of high and low, long and short sounds, syllables, words, stressed and unstressed syllables. So that it makes for a variety of sounds. That is what many people call rhythm and like all languages, like all natural languages, standard varieties of English also have their own unique rhythm and it is important therefore that we should learn it. And the best way to learn, as I have been saying is to have some practice. Listen, repeat, see what is said and then you try and say again. If there is any error, change it, improve it, do better, but eventually, this is the way to perfection. Today, let us talk about beginning a presentation. Go next.

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- All languages are primarily spoken languages.



- Very often we speak in intimate groups. Here we speak in small sentences, or sometimes not even in complete sentences. Occasions of this kind are generally known as **conversation**.



All languages, all natural languages, are primarily spoken languages. They may not have many speakers today. A large number of languages in the world today are threatened because they have no more learners or very few learners, fewer speakers. Some languages are growing. They are rising in popularity. That is because more and more people learn those languages, more and more people want to use those languages. But whether they are growing languages or threatened languages, on the verge of extinction, they were all primarily designed, they were all primarily spoken languages.

Some people may have written them, just as some people do anything. But that is incidental, that is secondary, it is like saying some people can paint, some people can do a sculpture, some people run long distances, some people can fast for days. It is like that. It is a special ability, but languages are meant for and designed as spoken language. So, when we make a presentation, actually, we have nothing to learn because we know how to speak, we know how to talk. There is however, a social difference, not a linguistic difference. There is a social difference.

What is the social difference? Ordinarily, when we are particularly in intimate groups such as at home, with our parents, siblings, other members of the family, or friends whom we know very

well, then we do not bother about grammar, vocabulary, spelling, pronunciation, punctuation. We do not even bother to speak full sentences. Phrases, idioms, half word, quarter word, anything goes because the context is there, and the topic is known, the topic is shared, the knowledge is shared.

So, whatever we say, we are understood. We do not have to have full sentences. We do not have to say please be kind to come. We see our friend at the doorstep and we say hi, come on. We do not say, hi Mukesh, son of Venkat Subramaniam, please come in. That will be frozen language. That is not conversation. Conversation is informal, casual, warm. Grammar may be there. It is grammatically correct, of course. It has a different kind of grammar and lots of incomplete sentences, lots of single words, phrases that makes a natural conversation and that is what we use.

I would not say always, but quite often, many times, on many occasions, most of the time especially when we are in intimate groups. So, that is what we call conversation- where we are not very much worried about language, neither about topic, neither about correctness. All we do is to entertain one another, entertain our chat with our friends, family. There may also be another kind. Go next.

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- **Presentations:** But sometimes we talk for longer time, on a particular topic, mostly at work, without interruptions.
- Presentations are expected from anyone in a group of workers.
- Nobel acceptance speech:



This is called presentations. Presentations is talking for longer time. One person speaks for one minute together like I am speaking now. Even if some of us do not like what I am saying, nobody calls me and tells me, hey you, shut up. We put on, we try to understand, we give respect and space and time to the speaker. The speaker also respects us, prepares to tell us something sensible, something entertaining, something useful. He speaks on a particular topic. The topic may be related to work, maybe related to business, maybe an item, a formal item on the agenda, and the speaker speaks without interruption.

Even if listeners do not like all that is being said, nobody tells the speaker, hey you come on, you are boring. Shut up now. That is a presentation. That is about the only difference, the social difference. Otherwise, as far as language is concerned, it is the same thing. You talk here. You talk there. You talk about many things in conversation. In presentation, you talk just about one or one and quarter or two things at the most. That is the only difference.

Whatever the difference, it is a social difference. Linguistically it is the same thing. We have to talk. That is why many people, rather than say I have to give a presentation, they say I am going to give a talk. I am going to talk today. I am talking on India during the times of Alexander at a

seminar today. I am going to talk about status of women at the time of Vasco da Gama's coming to India.

So, we are speaking on a particular topic, may not be of everyday importance or maybe of everyday importance, but little more relevant to many more people than a homebound topic might be. A homebound topic might be useful to maybe your family, your home. But a formal topic is usually useful to people in more than one home, in many other places. Presentations are usually therefore made in groups. You talk to a group and because you belong to a group, you are expected to make a presentation. It is one of the necessary skills in your group membership.

No matter what group you work in, you may be a teacher, you may be a manager, you may be a scientist, you may be a physician, you may be an artist, no matter who you are if you work in a group, presentations are inevitable. Actually these days, many big corporations ask you to make a presentation before they recruit you because, from your presentation, they judge you, on the basis of your presentation, they judge you, they decide whether you can fit into a group, whether you can lead a group, whether you can perform in a group individually. As a wise Indian said every individual is excellent.

Are we excellent as a team? Can we 5-6 people coming from different countries, different cultures, can we perform as a group? That makes the difference between the success and the failure of any group. In a group, performing not so well, individuals pull in different directions. In a group which is successful, workers perform together, together they sing, together they move, together they work, together they sink or swim.

Therefore, in such occasions, in such places, presentations are an important tool of business. You talk to your colleagues. Your colleagues talk to you, nearly every day and in limited time. There are those constraints. You have limited time. It is not like home, you have unlimited time, you tell a story and your mother listens to you until you fall asleep. Or your wife or husband who would indulge you no matter what you say or your brothers or sisters or cousins or friends or siblings. That is a totally different ballgame.

Here you have limited time. No matter where and no matter how big you are, you may be the president of a company, a corporation or you may be a humble employee down the ladder, you have to say whatever you have to say within the limited time. And therefore, it is important for us to learn how to say all that is important, all that is relevant and all within the given time. The given time maybe one minute, the given time maybe 40 seconds.

So, for instance, you can look at Nobel prize acceptance speech, 40 seconds only. And you have to say yes, thanks, I am grateful, and I accept this award. So, I accept this Nobel prize. The presenters also do not get much more. You can watch any, and you will see what I am trying to say. The point is even great things, actually, the point is even the greatest possible things, things of immortal truth, deathless truths can be said in a few seconds. Do not be under the impression that someone made a bad presentation because someone did not have enough time. If the person had enough time, the presentation would have been much worse.

So, it is not a matter of time, it is a matter of preparation, it is a matter of giving thought and attention and practice that brings perfection and then even in limited time, you can tell things which may be memorable, which will have impact which people will enjoy and people will remember. Go next.

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BASICS OF PRESENTATION



1. Know what you are talking about, have full facts
2. Know how much you can say in the given time
3. Know what you can say when
4. Know your tools, like ppt slides, etc.
5. Speak slowly, like you talk.



I am going to share with you, going to give you what I have been told, the basics of what a presentation is all about. How you can make it not just a good, but a great presentation and the clue is pretty simple. It is not that only great sages can learn or great experts. Anyone, anybody, all human beings are gifted with this faculty. All you have to remember is, all you have to do is to know your own facts, what you are talking about.

If you are talking about India, if you are talking about the status of women in the sixteenth and seventeenth-century India, then do you know the full facts? Do you know how many of them were there? Do you know if anyone made a name as a writer, as a scientist, as a manager, as a princess or queen or a soldier, as a poet, as a beggar? These are the facts. There is no substitute for facts. No amount of other preparations.

You might have a wonderful dress, your accent maybe great, but if you have nothing to say, you will not have a great presentation. So, prepare your facts Muster your facts. Know about your talk. Remember, know what you are talking about. The next, how much time you have? If you have only 40 seconds, then you cannot say 400 different points, neither can you rush, speak quickly so that in 40 seconds, you can make 40 points. No, nobody will understand any point then.

You cannot eat food equal to what we eat in one hour in one minute. If you have only one minute to eat, bite enough only to eat in one minute. If you have half an hour to eat, then take enough for half an hour. The same is the principle here. Remember how much time you have. Only one minute, which means you have only 50 seconds. Leave 10 seconds for people coming and going out, you getting ready. In about 50 seconds, you have to say whatever you have to say. So, plan accordingly.

Then remember the order. What will you say first? If you have a joke and if you have an important point, what is it you are going to say first? If you are the first speaker, perhaps begin on a serious note and finish with a joke. But if you are the last speaker, maybe begin with a joke, relax your listeners, get their attention and then begin. So, these things depend upon whether you are the first speaker, the last speaker, how much time you have, but sequencing is important. You should know what you will say first, what you will say last, like it happens in stories.

Does it begin with marriage? Does it begin with the villain coming in? Does it begin at the beginning? The hero looks at the heroine. The heroine looks at the hero. Then they go to park, they sing together, then they come home and announce they want to get married. There are difficulties, but eventually, they get married. It is up to you. You can choose whatever you like. Also, know your tools. If you are using PowerPoint slides, if you are using some audio clip, if you are using some video clip, if you are using some painting, anything, remember what you are using it for, when are you going to use it, what is the point you are going to make and finally talk slowly, like you engage a friend in a conversation. A presentation is not greatly different.

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Video link:

<https://www.youtube.com/watch?v=pcXxRONLsQM>

Please watch the section 2:00 – 3:30

Source: Eros Now Movies Preview (Youtube)

Video description: Look at the clip from a Hindi movie called *English Vinglish*. First, watch the speaker, making mistakes, frightened and unsure of herself. Note how hesitant Shashi is.

We are using 1.30 minutes of this video for academic purposes.



Go next. Now a very common complaint in preparing for presentations is... I have had the good luck to be in the business of English teaching for about several decades, and from my own experience and the experience of other colleagues and students, I can tell you that everybody feels hesitant in the beginning, everyone, even experienced teachers. There may be exceptions, but ordinary teachers, ordinary people like me and many others feel hesitant in the beginning. But then preparation and practice make them confident. They acquire confidence. They begin speaking, then they gather confidence, and they are heard. They make an impact, etcetera, etcetera.

So, what I am going to do now is to show you parts of a popular Hindi film. Here, I will show you two episodes. The first is rather short. The first day, this speaker makes a presentation in a group and then a few weeks later, the same presenter makes a formal presentation in a huge crowd. Look at the difference, and I am sure you will enjoy it. But first, watch the speaker. She makes lots of mistakes. She appears frightened, unsure of herself. But because the class demands so, because the teacher demands so, the presenter has to speak. But slowly and gradually, she acquires confidence.

So, you know this Shashi. First day, as the film says, a housewife from some city in India has gone for a wedding to New York, and there she has some time to spare, and she feels that she

would like to learn, speaking in English.

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Video link:

<https://www.youtube.com/watch?v=pcXxRONLsQM>

Please watch the section 0:20 – 4:20

Source: Kri Kohm (Youtube)

Video description: Look at the clip from the same movie *English Vinglish*, where Shashi makes a presentation at a formal occasion.

We are using four minutes of this video for academic purposes.



And so she attends some classes and as is natural, speaking can be taught only by making people speak. First day, she is so hesitant like others in her class. Everybody is hesitant. They do not have a lot of vocabulary, they do not know a lot of words, they are not confident, they cannot produce a single sentence confidently, often only with errors. But they go on, regardless, and guided by their teacher, in a few weeks, they acquire enough confidence.

It is not that now they speak faultless, perfect, grammatically correct English. But it is very clear that now, they are able to speak. Now they can speak clearly, confidently, making their point, and most importantly making an impact. Watch this from the same movie, a presentation that Shashi makes on a formal occasion a few weeks later, after a few weeks of practice.

Watch it and if you have difficulty understanding, we will rewind. You can also look at the

subtitles on your own computer by watching it there. We will give you the link, but just now, watch it for how, in spite of the few errors that the speaker still makes, how confident and how clear and how impactful, how effective she is. So, we will have two or three speakers coming together including Shashi. Please watch.

Here, it is a story of quick success as can happen in fiction, as happens in films. In real life, it may not be perhaps so quick and so much, but then the point is very well made that success will come to you. It may take a little longer than it has taken in this case. But whenever it comes to you, sooner or later, this is the way. It will come only this way, only through practice, through determined practice, making use of all possible chances, you may get to make a presentation. Prepare well and speak well, make an impact, and soon you will find it happens. And this is... there are lots of stories of great people who were tongue-tied earlier.

Mahatma Gandhi who could liberate a large country like India, which is today divided into 4 countries Bangladesh, Pakistan, India, and then fragments called Lanka, Maldives, Afghanistan. They were all altogether under one British administration when Gandhi said India must be free. The same Gandhi could not speak a word until he was about 33. He could not stand up in a court of law and present his client's case. But life is like that. Certain things happened in his life, and he began speaking, and he spoke so well that the might of the British Empire crumbled before his ability to reach people. So, it is just practice, self-confidence, preparation that would make you a great speaker. So, please go on.

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ACTIVITY



1. Imagine you are a radio reporter. Prepare a two minute report on the wedding you saw just now.
You can talk about:

- Place
- Decoration
- People
- Costumes
- Anything else
- Present a summary of speeches.



We are going to give an assignment. You saw the wedding scene. We will give you the link to the film. Watch the rest of the wedding scene and make a spoken presentation. Imagine you are a radio reporter, prepare a two-minute report on this Indian wedding taking place in New York or shall we say this mixed nationality wedding taking place in New York.

In your report, you can talk about place, decorations, guests that are there, their costumes... are they differently dressed or are they dressed like as usual? Anything else that you find interesting, things to eat, things to share, what is said, and then make a summary of whatever has been said. It is by doing things of this kind that you will one day become the perfect, the great, the popular speaker which you have been destined by God to become. Thank you and good luck.