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Assignment: • Do's and Don't of presentation / Public speech

- Importance of Audience Analysis
- Verbal & non-verbal communication

Section: E1

Subject: PESE

## Assignment

### Do's and Don'ts of Presentation and Public speaking

#### 1. ✓ Do's

1. Know your topic Thoroughly

→ Be well prepared with your content. Anticipate possible questions and understand the subject deeply so you can speak with confidence.

#### 2. Analyze Your Audience

→ Before preparing, identify who will be listening: their age, background interests and knowledge level.

Tailor your example, tone and vocabulary accordingly

#### 3. Use Visual Aids Wisely:

→ Slides, charts and videos should support your words not replace them. Keep text minimal and use images, graphs, or bullet points to enhance clarity.

#### 4. Maintain Eye contact:

→ It builds connection, trust, and shows confidence. Look at different people in the audience rather than focusing on one person or your slides.

#### 5. Practice and time yourself.

→ Rehearse multiple times to stay within time limits and reduce anxiety. Record yourself to notice any issues in delivery.

#### 6. Practice proper voice modulation:

Rehearse multiple times to vary your tone, pitch and speed. Emphasize important points. Avoid a flat monotone.

## 7. Be confident in Body language:

→ Stand straight use open hand gestures, and move naturally. Smile when appropriate.

## 8. Engage the Audience

→ Ask questions, share relatable examples and encourage participation to keep attention levels high.

## 9. Handles Mistakes Gracefully:

→ If you forget a point or make an error, stay calm correct it, and move forward without apologizing repeatedly.

## • X Don't's

### 1. Don't Read directly from slides or Notes

→ This makes you seem unprepared and disconnects you from your audience.

### 2. Don't overload slide with text.

→ Crowded slides distract listeners and make your talk difficult to follow

### 3. Don't speak Too fast or Too Slow:

→ Maintain a clear, moderate pace. Pause briefly after key points.

### 4. Don't Ignore the Audience

→ Avoid looking only at the screen or floor—maintain interaction and awareness

### 5. Don't use filler words Excessively:

→ Avoid uh, "like", "you know" etc



6. Don't be Overly formal or Robotic:

- > Speak naturally. Authenticity connects better than memorized delivery.

7. Don't let Nervous Habits Show:

- > Avoid pacing excessively tapping or playing with objects while speaking

8. Don't End Abruptly:

- > Always conclude properly — summarize main ideas and thank the audience

❖ Audience Analysis Importance:

❖ Audience analysis is the process of gathering and understanding information about the people who will be listening to your presentation. It involves learning about their age, educational background, profession, interest, cultural values, attitudes, and prior knowledge of the topic.

• Important points while doing audience analysis.

1. Helps in choosing the right content.

- > When you know who your audience is, you can set examples, facts and visual that match their level of understanding and interest.

2. Improve Engagement

- > Listeners stay attentive when the topic feels relevant to them. Audience analysis helps the speaker use stories, humor or references that the audience can connect with emotionally or intellectually.

### 3. Saves the Audience's Time

→ When you understand what your listener already know and what they actually want or need to learn, you can avoid repeating basic or irrelevant information. A well targeted presentation respects their time and attention span.

### 4. Prevent Misunderstanding or offense

→ Being aware of social, cultural, and personal sensitivities ensures your language, jokes and examples are respectful and inclusive.

### 5. Increases persuasiveness:

→ When the speaker understands the audience's beliefs, motivation and values, it becomes easier to use example or arguments that appeal directly to them.

## • Importance of verbal and non-verbal communication skills

1. Verbal communication includes words, tone, clarity and pace.
  - Use clear, simple language.
  - Maintain correct pronunciation and proper grammar.
  - Emphasize key ideas through tone and pitch variation.
  - Avoid jargon unless the audience understands it.

## 2. Non-verbal communication

→ it includes facial expressions, gestures, postures, eye contact and overall appearance. They often communicate more powerfully than words.

- Eye contact: Builds trust and connection.
- Facial Expression: Reflect confidence, enthusiasm and sincerity.
- Gestures: Add emphasis and energy to your talk.
- Posture: Straight and relaxed posture conveys confidence.
- Appearance: Dress appropriately for the event and audience.

→ A good presentation isn't just about speaking - it's about connecting with our audience. By following the do's and avoiding the don'ts, analysing your audience carefully and combining strong verbal with confident non-verbal communication.