

What is presentation? Or Technical Talk

As the organizational behaviour, we make presentations all the time. Or more people will probably listen to the scientific or technical talk than will read the paper you may write. Thus the scientific talk has become one of the most important communication opportunities for the scientific community. So, a presentation is any opportunity to communicate your point of view or ideas to an audience. This can be informal or formal, impromptu/extemporaneous or prepared, individual or group.

As proof, we need only look at the rising attendance and the proliferation of meetings. In many ways your research reputation will be enhanced or diminished by your scientific talk. The scientist, like the scientist must be able to deliver a well-organized, well delivered scientific talk.

Different between talk and speech

Talk

- Informative or interesting to audience on a topic
- Speaker knows about the audiences/ sometimes do not.
- Talk are specified some professional or academic background
- Audience =Mass
- E.g. Managing director/ researcher presenting

Speech

- Persuasive or intends to dominate the audience by exploiting even misusing facts
- biased, emotional and personal or subjective
- Mass
- E.g. A politician speaking

Some Steps for writing out Manuscript

Begin with an outline and shape it to the time allotted dividing the presentation into

- ☐ Greeting-address to the guests or all mass by giving them respect from high to low position
- ☐ Introduction-statement of the argument
- ☐ Body of the text – support for the argument-i., ii. iii. iv. etc. and
- ☐ Conclusion- restatement of argument

How to make presentation:

- Greet to the audience and introduce yourself.- Today I am going to present my paper on.....
- In my presentation I'll cover the following points:-i., ii., iii., iv., v. (Keep Conclusion also here) in conclusion, to conclude, to sum up, but don't give surprise them by telling I've finished, that's it, etc.

Pre writing (Planning): 1. Get to know your listeners

To be a good speaker, be a good listener.

The speaker should know and understand the **audience**.

Audience analysis makes successful presentation planning. It is the starting point for the planning of any presentation.

Make it a habit to **gather information** on demographic features of your audience – **age, gender, occupation, cultural background, group memberships**.

Understand the role of the audience's attitude towards you as the speaker.

If want to achieve your purpose, want your listeners to see the world from your perspective, then need to construct messages that start with their way of seeing the world.

Clarify the interests and needs of the listeners

2. Analyze the circumstances around your talk

Presentation will be affected by circumstances and the audience. In adjusting your presentation to the audience, you have to decide:

- How many people will there be in the audience?
- What level of language and style to use?
- What is the circumstance and occasion of your speech or talk?
- Is it a sales presentation, a speech at a wedding, or an informational speech?
- Is it a light-hearted, persuasive, political, joyful, passionate speech?
- What is the time length and situation of the presentation?

3. The Location and the size of the audience

The location of a program and the facilities provided will have a major bearing upon your ability to give an interesting presentation. If you have video, slide, audio, and overhead projector facilities, you will be able to illustrate your report.

- The room size, seating arrangements, layout, set-up and acoustics
- The technical arrangements, e.g. microphones (either hand held or lapel mikes), power points, computer use, audio-visuals lighting music, and whether assistance is available (and have you notified your requirements in advances?)
- What controls are there for air-conditioning (too cold, too hot), lighting, moving people in/out?
- What are the seats like?
- Are there coffee facilities?

While writing: 4. Brainstorm the topic

To get further ideas on what you want to say, you should brainstorm the topic. This consists of writing down everything about the topic that comes into your head. Write down anything you feel may be useful – quotes, ideas, anecdotes, facts, figures, examples, anything. Don't worry about organizing it yet, you can do that later.

If you then look at the notes you have written, you can probably find a theme that you can develop and that can become the central idea of the talk. Keep the early points in mind. Remember who the audience is going to be, try to include stories of your own, or stories that your audience don't already know.

5. Get the hard information

The audience may have already been informed about your topic in some kind of order, have to gather sufficient evidence to back up your ideas which support your argument. The quality of a good speech is often determined by the quality of the information it provides. You have good and up-to-date quotes or information that are entertaining and memorable for your audience?

The facts, statistics, quotes and opinions that your research produces will add to the persuasiveness of your presentation. Remember to present statistics in an interesting and dramatic way.

6. Drafting, editing and reading the manuscript

You will want to change the speech as you read over it and as you practice it. During this process, you will be able to polish your draft, add some things to it, and take some things away. Some things you will want to expand on and you will be able to improve your expression and provide better examples as you keep on drafting.

When you write the first draft of your speech, it should contain the three basic elements:

Introduction, Discussion(other subtopics), Conclusion

7. Use visual aids

Visual aids help to create interest and to illustrate points that may be hard to explain using words alone. They also help the speaker to remember details of the presentation and, if used tastefully, they can help to improve the speaker's professional image.

Here are some visual aids that you might consider for your presentation:

- Overhead projector and transparencies.
- Whiteboard.
- Flip charts to prepare.
- Video clips.
- Models and/or samples.
- A computer-based program such as Microsoft PowerPoint.

8. Beyond the rough draft

Once you have written out your notes, break them up into a number of simple, easy to remember points. In these points, you might want to write down a single word, a memorable phrase, and a symbol of something to remind you of what to say. After you have practised your speech a few times, you will find that you will remember the important bits, and all you need are some notes to prompt your memory. Eventually, when you have done enough and you are really confident, you will find yourself making mental notes and just remembering the sequence of ideas and topics.

9. Practice

It is rare for anyone to remember a speech perfectly. If you want to deliver a really interesting, confident and memorable speech, you will need to practise. Speaking in public is a little like acting, you must rehearse, (practice) and you have to know your lines. During these practices, you will become less dependent on your notes, so that finally you are simply glancing down at them to ensure that you are presenting the points in the correct order and that you include the vital bits of information.

10.Deliver the speech/Tips for presentation

1. Prepare your material carefully and logically:
 - a. Introduction-include statement of the problem and solve the problem
 - b. Method- approach (I did this and then I did that)
 - c. Results-
 - d. Conclusion/summary
2. Practice your talk:
3. Don't put in too much material:-

Cont..

4. Smile passionately and smart dress up
5. Body gestures/language
6. Talk to the audience not to the screen/eye contact
7. Seek audience participation
8. Make hands out available
9. Be on time
10. Good pronunciation
11. Avoid making distracting sounds: avoid ummm, Ahhhhhhhh, don't put hand in pocket.

A model of Technical Talk

The management of landslide in mountainous area

Greeting and brief introduction

Good morning! Honorable chief guest, distinguished personalities form various places. My respected teachers and my lovely friends: I am Ram Aryal, a program engineer of Rural Development Project. Now I am very happy to be in front of you. I would like to express my sincere gratitude to the co-coordinator who provided this opportunity to me to share what I have found from my survey and research. Today I am going to present a talk on **“The management of landslide in mountainous area”** In my presentation I'll cover the following six points:

- ☐ Introduction of the management of landslide in mountainous area
- ☐ The landslide problem
- ☐ Factors causing landslides
- ☐ How to control landslides
- ☐ conclusion

Introduction

Landslides are the result of a complex interaction of geologic and geographical environment. There are Various factors to cause the landslide i. e : heavy rainfall, melting snow or ice, earth quakes ,volcanoes, deforestation, and human activities. In addition, Landslides are also caused by other factors like road construction, over grazing and exploitation of mineral resources. Increased population and construction in mountain terrains expose more people to landslide problems. Landslides destroy or damage residential and industrial development, agricultural and forest land highways. They also have a negative impact on the quality of water in rivers and streams.

Apart from the substantial loss of property, many people are killed by landslide. Large number deaths is mostly related to earthquakes, heavy rainfall and flooding. Thus landslide problem is a major problem in the modern context and for the reduction of landslide hazards a great deal of effort must be done. It could be done by various mitigating techniques such as regional landslide studies and mapping, monitoring and awaking about the disastrous aspects and landslide control works.

Purpose of the project

The purposes of the study of the project are:

- ☐ to increase awareness by assessing the social and economic impacts of landslides.
- ☐ to develop a geologic and socio-economic understanding of landslide problems.
- ☐ to share the knowledge with other countries and provide the facility of safer and effective development.

The landslide problem

For the mountainous areas landslide can be the major cause of social and economic loss especially in rainy season. Also there is one factor like population pressure which forces the expansion of agriculture at the expense of the forest on to the steeper slopes and at the same time exploitation of mineral resources have accelerated the landslide process and increased the economic cost of landslide damage.

Impacts of landslide

1. Landslide destroys or damages residential and industrial developments, agricultural and land, highways.
2. They also have a negative impact on the quality of water in rivers and streams.

Factors causing landslides

A number of variable issues can influence landslide process:

1. Geologic condition, including rock and types, their strength and structures.
2. Amount, duration and intensity of rainfall
3. Melting snow or ice.
4. Effects of earthquakes.
5. Human activities and developmental works.

Landslide control works

1. By constructing surface drains, groundwater drains and retaining walls
2. By removing soil from the head of the landslide and dumping it
3. By river structure work
4. By planting vegetation, blasting and hardening
5. By increasing public awareness
6. By organizing and providing consulting and extending services for landslide program.

Conclusion & Recommendation

In the mountainous areas people have suffered more fatalities from landslide than the people of other plains areas. In the mountainous areas especially the impact of landslide on development are great and are apparently growing. They destroy or damage residential and industrial development, agricultural and forest land, and highways. The best and most common method of landslide control is the reforestation of the slopes areas and the construction of check dams in the valleys. The following landslide hazard management programs are deemed necessary in order to effectively meet the need for reducing losses from landslide disaster.

Recommendation

- ☐ Identification of landslide hazard areas, compilation of landslide inventories and landslide mapping.
- ☐ Rehabilitation of lands subjected to landslides and development of regulation controlling unstable terrain (land)
- ☐ Specific standards of design and construction of physical control measures in the public and private sectors
- ☐ Development of a national landslide loss reduction program and the identification of a central organization for management of the program

I would be really grateful to you to clarify your queries if any.

Thank you very much.

.....

Ram Aryal

Engineering Student

Thank
you