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Exit

Name: Ahmad Hassan

Presentation Skills

Definition:-

The main purpose
of presentation is to
give information to persuade
the audience to act
and to create good
will.

Characteristics of Presentation:-

- ⇒ The presentation ideas
Should be well adopted
to your audience.
- ⇒ A good presentation should
be concise and should be
focused on topic.
- ⇒ It should not move off
track.
- ⇒ The fears should be transformed
into positive energy during
Presentation.

=> Be Calm and relaxed

What giving a Presentation

=> The Speaker Should use
mode of visual aids such
as diagrams, Pictures, charts
etc.

=> A good Presentation must
be Planned. The Speaker

must plan how to begin
a Presentation, what to
speak in the middle of
Presentation and how to
end Presentation, without
losing audience interest

at any point of time.

=> Rehearse and Practise
the Presentation. This
will help the Speaker

to be more confident
and self-assured.

=> Summarize the presentation
at the end. Give final
Comments. Leave a Positive
Impact upon the audience.

=> The Try to gain and
maintain audience interest
by using Positive gestures
or remarkable fact.

=> The Speaker must State
the Objectives of the
Presentation at the
beginning of the
Presentation

Types of Presentation:-

i) Informative Presentation:-

It
means brief. The first
Keep informative Presentation

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brief, and to the point.

Stick to the facts and avoid complicated information

ii)

Instruction Presentation:-

- * Your Purpose in an instructional presentation is to give specific direction or orders. Your presentation will be a bit longer, because it has covered your topic thoroughly.
- * Explain why the information or skill is valuable for audience.
- * Provide opportunity to ask questions, give and receive feedback.

iii) Arousing Presentation:-

- * Purpose in arousing presentation is to make people think about certain problem and situation.
- * Gain attention with story that illustrate the problem.
- * Show the need to solve the problem and illustrate it with an example.
- * Call the audience to action to help solve the problem.
- * Give the audience a directive that is clear, easy and immediate.

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(iv) Persuasive Presentation:-

You Purpose in Persuasive Presentation is to take your audience to suggest a solution A suggestions ideas, suggestion, presentation, to persuade and audience to carry out your request. In this presentation you must tell the audience what to do and how to do it.

Purpose in This Presentation is to move yours
Yours

Presentation:-

(i) Decision Making

The audience to yours
and emotion to sway
Present a logic, evidence
Presentation, you must
To succeed with Persuasion
dislike of Problem,
solution to a controversy,
presentation of fees a
A convincing Persuasion
accept yours Roposa
convince yours. Listen to
Presentation is to
Presentation making Presentation
suggestions ideas, suggestion,
to persuade and audience
your request. In this
presentation you must
tell the audience what
you do and how to do
it.

Pattern of Introduction

Presentation

i) Chronological Pattern:-

Structuring your presentation
Chronologically means that
information will be arranged
according to the order of time
in which event occurred.

Chronological Structure:-

Contains segments like dated
flash-back Future Present
Past, before - during - after,
flash - forwards, etc.

ii) Sequential Pattern:-

In

Sequential Pattern the information
is arranged systematically

Space

Fit with in a Physical
depending on how things

arrangement of information

it is the

iv) Spatial Pattern:-

Solution
Segment discuss the
problem while second
discuss the nature of
segments, the first segment
This presentation involves two
solution of problem
and point out the
and effect of problem
describle. The course
presentation, where you

is applied in presentation
problem - Solution Pattern
describle a fastidious
pattern.

v) Problem Solution Pattern:-

A sequential Pattern is
best suitable for
Presentation like a before
and after pattern, etc

In step-by-step that

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happened or the effect of something.

vii) Advantage - Disadvantage

Pattern:-

In this pattern information is organized into "Good" or "Bad"

Categories

Tactics of maintaining

Audience Interest:-

i) State of with something shocking:-

Don't start

off presentation with
some thing general like
conventional introduction,
etc you

ii) Tell a Story:

Human take naturally to stories. Transform your ideas in story form and use real life examples.

iii) Go off script:-

It is good idea to prepare your presentation in advance. This will help you to be more confident.

iv) Use the Power of Loud and Soft:-

Speaking

In constant tone will bore your audience. Speak softly when you are giving general information.

Speaks loudly when you point out important things.

v) Call out individuals in the audience.

Try to get individuals people involved in your presentation.

vi) Set up some jokes:-

You make some joke in presentation people will be interest in your purpose.

Organizing Arguments in a Presentation:-

i) Topical strategy:-

A topical structure for your arguments can be very effective meshed. This due to the

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facts that you begin with ideas and issues that one currently in the news. People are always more interested what is going on right now.

iii) Strongest - weakest:-

The

next strategy you can use to structure your arguments is strongest weakest.

For this method begin with Strongest Point of your argument and end with weakest Point of your arguments. You should make better understanding with Strongest Point and end on weakest Point.

Name: Ahmad Hassan

Listening Skills

Definition:-

"Listening is the process of receiving, interpreting and reacting to a message from the speaker". Listening is a voluntary process.

Importance of Listening:-

Listening is very important because

- i) It improves relationship among each other.
- ii) It improves our knowledge and information.
- iii) It improves our understanding ability.

does not concentrate on the speaker that what he or she is speaking and sitting without responding to what the speaker is saying.

Example: Listening to music or news.

iii) Appreciative Listening:-

Appreciative listening is a type of listening

behavior where the listener

seeks positive information

which he will appreciate,

and gets his needs and goals.

Appreciative Listening is

done when we listen to music, Poetry or the inspiring words of a speech.

iv) Therapeutic or Empathic:-

Empathic listening is defined as the listening which is used to provide emotional support for the speaker.

Example: Doctor listens to a patient.

v) Evaluating Listening:-

Evaluating

Listening or critical listening is the stage in listening process in which we made judgment about what the speaker is saying. we listen to get the approach to the truth of what is being said.

Said.

v) Biased listening:-

Biased listening is like hearing what you want to hear. It happens when people pay more attention to things that agree with what they already think and ignore anything that doesn't fit.

Hearing:-

Hearing is the sense that allows us to distinguish sounds with our ears. Hearing is the sense of gaining sounds.

vi) Relationship listening:-

Purpose of relationship listening is help individual or improve the relationship among the people. It is the process to support and to develop a relationship with the other person.

Name:- Ahmad Hayyan

A) what is reading?

"Reading

is the process of looking at the series of written symbols and getting meaning from them."

When we read we use our eyes to receive written symbols (letters, Punctuation marks and Space) and we use our brain to convert them into words sentences and Paragraphs that communicate something to us.

Reading is an active process.

B) what is reading skills?

Reading skills lead a person to interact and gain meaning from written language.

Q. 2) Explain the method of SQTR of reading.

Ans: SQTR

S: Survey:-

Survey the entire chapter by scanning the titles, heading, Pictures and Chapter Summaries to obtain a general understanding of the concept.

Q: Question:-

Survey actively ask questions ourselves about the information in the various sections:-

R: Read:-

Read the

R₁: Read:-
Survey actively ask questions ourselves about the information in the various sections:-

R₂: Recite:-

It means Summarize the information you have read in your own words. This step helps you retaining ~~Yester~~ Concepts in your mind for long term.

R₃: Review:-

After finishing the reading review your notes and the material.

This step helps solidify your understanding.

material thoroughly, keeping in mind the questions you formulated. Focus on understanding the main concepts and details.

Takes notes and highlight main ideas.

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and identify any areas that may still be unclear.

R4: Relate:-

It is easier to remember ideas that are personally meaningful. When we study a chapter try to link new information that we already know.

R5: Record:-

Takes notes while reading to capture important details and concepts for future use.

R: Reflect:

Pause and think about how the pieces of information fit together and make sense for understanding and remembering it.

(4) Write short notes on all the types of reading?

1) Skimming:

Quickly looking over a text to understand its main idea without reading every word.

When you skim, you glance through the material. Paying attention to headings, subheadings, and keywords to get

a quick sense of what it's about.

1) Scanning:-

Quickly searching for specific information in a text without reading every word. When you scan, you swiftly move your eyes over the material to find particular details.

2) Extensive:-

Extensive reading is a technique that allows us to read a text slowly and carefully in order to understand all the

details. This is a useful skill when we need to understand a text in depth.

3) Intensive:-

Extensive reading is a technique that allows us to read a text quickly. This is a useful skill when we need to read a lot of information in a short amount of time.

Q5) What are reading strategies?

1) Before Reading:-

i) Review the Material:-

* This

- Process involves look at the title, headings, and subheading to get an overview of the structure.
- Read name of authors.

ii) Critical reading:-

Critical.

Thinking before reading is like getting ~~get~~ ready for a trip.

If you are about to read the book - before

You start, ask yourself questions, check out the chapter titles, and

think about what you already know. This helps you stay focused and ready to learn.

a) During Reading Strategies:-

i) Questioning:-

During the course of reading the reader can differ with the views of the writer. He may feel doubtful about certain things. Questions related to the subject may crop up in his mind. These questions pose a size to improve his learning and knowledge.

ii) Predicting:-

A reader may predict certain things about the contents of the text. He may not have gone through the

text thoroughly, but he can guess what the writer intends to reveal in the coming pages.

iii) Visualising:-

Visualising means "Creating Pictures in your mind". It means making mental images while reading. It helps you to retain in your mind for long term.

iv) Paragraphing:-

It is very difficult to read the whole of text at a stretch. A reader

may read a thing in a better way if he divides the text into Paragraphs.

B) After reading

i) Discussion:-

After we read an article or an essay or something. Discussion is the strategy to conservation or talk among people about a topic you have reading. It is the purpose of this is deepen understanding.

ii) Summarizing:-

After reading

Something a reader is expected to make a summary of the ideas, he has just read.

iii) Self questioning :-

After reading something a reader may not agree with the writer. He has own points of difference with him. This provokes him to put questions to himself and tries to know their answers.

A what are the ~~badies~~ of reading?

Ans.
i) Difficult words:-

These are words that are hard to understand. Some times, there are too many of these words, it can make reading confusing.

ii) Long sentences:-

One very long, it can be hard to follow what the writer is saying.

iii) Lack of motivation:-

Reading for information and knowledge.

ii) Lack of interest:-

It can be hard to
keep it interest you
if the

can make reading
as other health problems
like eyestrain

iii) Reading issues:-

it might be hard to
understand what you
are reading
your vocabulary is limited
if

iv) Limited vocabulary:-

reading make enjoyable
you enjoy can make
dislike people. Many people
of criticism on subjects.
Stay focused. Reading books

v) No Pictures or visual aids:-

books to reading
that may create
poor motivation and
consuming teach. Laugh of

books and time
this reading as
people
discipline. Many

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viii) Distraction:

It can be tough to concentrate. Finding a quiet place to read can make it easier to focus.

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