

HUM231 - Presentation Skills and Technical Writing

Lecture 10 : Oral Communication



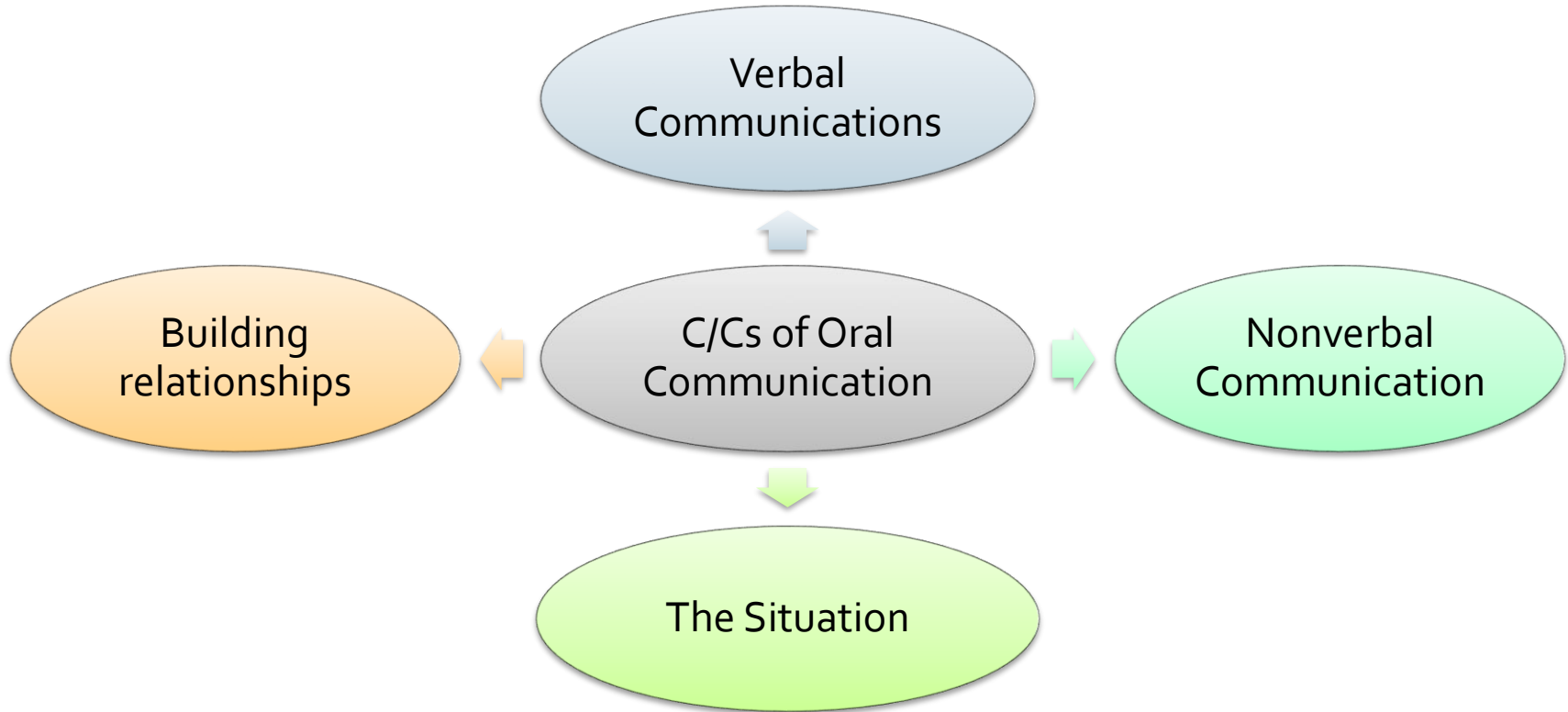
Oral communication

الاتصال الشفهي

- **Oral communication** is the process of transmitting information and ideas through spoken words.
- It involves a **speaker** who sends a message to the **audience**, who receives and **interprets** the message.

ويفسرها

Oral communication



Oral communication

الاتصال اللفظي

1. **Verbal Communication:** Speaking uses words to share ideas.

الاتصال غير اللفظي

2. **Nonverbal communication:** non spoken factors like facial expressions, and body language that help sending messages.

تعبير الوجه



Oral communication

3. **The Situation:** The place, culture, and social setting can change how people understand messages.
4. **Building Relationships:** Talking helps people connect, share feelings, and make friendships.

Keys for an Effective Presentation



10-20-30 Rule

- No more than 10 Slides per topic/subtopic.
- No more than 20 Minutes as a maximum presentation time.
- Not less than 30 points font per slide (OR use the 6/7 rule)

Delivery skills

1. Verbal communication (e.g. voice, language, tone)
2. Nonverbal communication (e.g. posture, facial expressions, eye contact) الوقفة
3. Managing anxiety and stress

Verbal Communication

1. **Language:** Use the appropriate language for your audience.
2. **Voice:** it should be clear, confident, and expressive, with an appropriate volume and pace.
واضحًا، واثقًا، ومعبّرًا
.حجم ونبرة ملائمة
3. **The tone:** it should be attractive and positive, passing on energy and enthusiasm keeping professional tone.
.جذابة وإيجابية، تنقل الطاقة والحماس مع الحفاظ على الاحترافية

Exercise (1)



Exercise (1): Voice and tone practice

- Say **Welcome to my presentation** aloud in three different ways.
 - a) with excitement
 - b) with seriousness
 - c) with a calm tone

Nonverbal Communication

الحفاظ

1. **Eye contact:** Maintaining eye contact with the audience helps to establish a connection and confidence.
2. **Facial expressions:** Expressing emotions through facial expressions should vary throughout the presentation.

Nonverbal Communication

3. **Posture:** Maintaining good posture can convey confidence and attentiveness.

والانتباه

4. **Body language:** Using body language such as leaning forward or nodding can convey interest and engagement.

الميل للأمام أو الإيماء يعبر عن الاهتمام.

Exercise (2)



Exercise (2): Body Language Observation

- Stand at the front and give a **10-second introduction of yourself**.
- Observe the speaker body language (posture, gestures, eye contact) without any verbal feedback.

Managing Stress and anxiety

- Practice (several times)
- In a situation:
 - Take a deep breath
 - Take your time
 - Be aware of body language
 - Try not to say Ohh
 - Keep eye contact with the audience
 - Speak loud and clear

Managing Stress and anxiety

- Avoid to:
 - Speak too fast
 - Touch face, hair, pen manuscript etc.
 - Avoid eye-contact
 - Make Ohh-sounds

The Situation

- It is extremely important to detect your audience background, habits, and culture before preparing your presentations.
- Some words, expressions, facial expressions, postures could be offensive to your audience.

Building Relationship

- It is extremely important to introduce yourself at the beginning of your presentation.
 - This introduction would build a good connection between you and your audience.
 - This connection would help good streaming between you and your audience.
- لتنفاعل المتبادل.

Questions??

