

# Presentation & Public Speaking

## Introduction

Public speaking & presentations are key skills for students and professionals. A good speaker can inform, inspire, and influence others through clear confident communication.

## → Do's for Effective Presentation

Be well prepared and know your topic.

Understand your audience's interest and background.  
Organize content - intro, main points, conclusion.

Practice your delivery and timing.

Maintain eye contact and speak clearly.

Use visual aids like slides or charts.

Dress neatly and professionally.

Use positive body language, smile, stand straight, use hand gestures.

Stay calm, confident, and polite.

End with a short summary or message.

## → Don'ts

Don't read directly from slides or notes.

Avoid speaking too fast or too slow.

Don't overload slides with text.

Avoid filler words like um, like, you know.

Don't ignore the audience.

Don't cross arms or show nervous gestures.

Don't argue or react rudely to questions.

Don't go off topic or exceed time.

## → Importance of Audience Analysis:

- Helps in choosing the right words, tone, and examples.

- Keeps the audience interested and connected.

- Prevents misunderstandings or cultural mistakes.

- Makes communication more effective and relatable.

## • Verbal & Non-Verbal Communication

Verbal → clear speech, right tone, pronunciation, and vocal

Non verbal - eye contact, gestures, postures, and expressions

Both together show confidence and makes the message powerful.

## • Conclusion

Good presentation skills come from preparation, confidence and understanding the audience. Using the right mix of verbal and non-verbal communication helps you become an effective and impressive speaker.