and speaker is speaking in favour of that topic. and you are nullifying the perspective of speaker and justifying your thoughts.

CHAPTER : 16
Planning a Presentation

=> Purpose $\nearrow$ inform
$\searrow$ persuade

=> Use familiar language

=> Audience Mindsets

=) Types :

1- Friendly (D)

2- Interested but neutral (D)/IN Depend on idea

3- Uninterested (IN)

4- Worried (IN/D)

5- Hostile (IN)

① Direct Method

② Indirect Method

* Determine the no. of your audience
* sitting arrangement of audience
    => class room
    => round table ⎤ → can interact each other
    => Horse shoe table ⎦ → less no of audience
    => Cafe style sitting
    → Difficult for audience to see
    → Difficult to control distructions
    → Usually when there are large number of people.
    → Can do activity each group (table).

Audience Mindsets

In Direct method you start presentation by giving your main idea.
In indirect method first you convince audience and

then put your main idea.

=> If you want to tell something that will worry your audience then you will choose indirect method.

=> On contrary if your idea will lessen the audience worry than you will choose Direct method.

=> In indirect method first you give buffer statement then main idea.

=> Friendly audience trust you. they cave credability with you

=) For interested and neutral audience you introduce yourself and present your points to create credibility.

⇒ By establishing the common ground you can build interest of uninterested

Planning a presentation

⇒ Selecting best medium and channel

⇒ Organizing a presentation

  a) Linear presentation

  b) Non-linear presentation

→ Defining main idea

→ choosing your approach

→ Preparing your outline
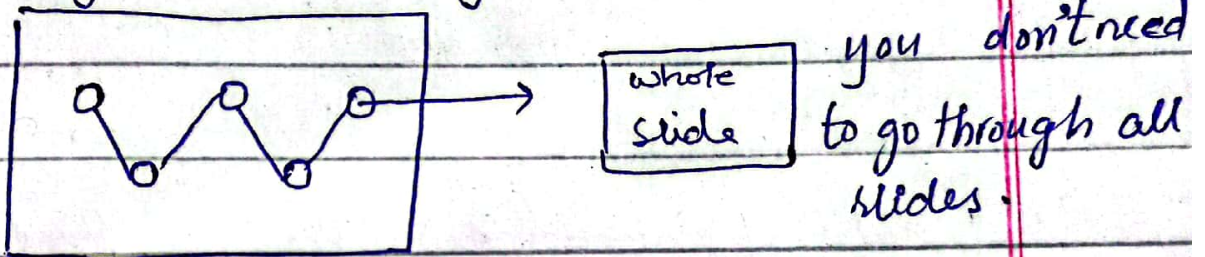
⇒ Outline

→ planning outline

→ speaking outline

⇒ Channel is the way message delivers and medium is a form a message takes

Linear Presentation

In linear presentation we go in a sequence we cannot jump from one slide to third slide. (Powerpoint)

Non-linear Presentation

There is a software prezi in which you can show any slide you want

whole slide — you don't need to go through all slides.

you can open any slide at any time you want.

⇒ When your topic is complex and time is short you use powerpoint slides.

⇒ Time is required for prezi presentation. Used in creative presentations.

⇒ **Direct Approach**

When we want to give routine positive message, good news we use Direct approach.

⇒ **Indirect Approach**

When our approach is to persaude or to give bad news so, we use indirect approach.

⇒ For presentation we prepare our main idea and controlling idea.

⇒ You have to narrow down your scope, don't choose a broad topic.

⇒ Now choose the approach in accordance with your topic (Direct or Indirect approach)

Introduction

a) Arouse audience interest
b) Build your credibility
c) Prepare audience for what is comming next in your presentation.

How to develop audience interest

1- Common ground
2- Tell a story
3- Statistics
4- Questions
5- An object /Product (Pumpflit)
6- Humor

When to read :

It's not a good idea to give presentation by reading from paper, You can read from paper for some points like defination or someone's quoted words. Eye contact with audience is very important.

How to overcome anxiety

Practice gives you confidence and reduce your anxiety. Usually you are worried when you didn't prepare your presentation.

=> Take 3 - 5 minute break

Don't speak when you go on the stage. Take some time. Take a glance at you audience - this will give you more confidence -

Be ready with your opening and main lines, this will also gives you confidence.

Don't focus on ~~that~~ how you are speaking, forget yourself, just focus on your audience. This will show the concern of the speaker

⟹ Think silently intead of being unconcious. If you forget something take a pause and think about it.

How to adress questions :
Question answer sessions are very important part of presentation. (Must part)
For a speaker prepare yourself for questions.
Prepare before hand. Prepare for All the potential questions that audience can ask

~~Be~~ Be honest and open about what you know — and what you don't ~~know~~.