



ORAL PRESENTATION

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Agenda :

- ✓ **What is Oral Presentation?**
- ✓ **Mechanism of Oral Presentation.**
- ✓ **Barriers to Effective Presentation**
- ✓ **SECRETS to Overcoming The FEAR**
- ✓ **How To Make A Good Oral Presentation**
- ✓ **Structure Of The Presentation**
- ✓ **Remembering the 4P's**
- ✓ **Conclusion**



-: Oral Presentation :-

The Oral Presentaion is a formal act of public speaking with a definitive communicative purpose in mind

Its way of communication in which we share our ideas before a public audience

Mechanism of Oral Presentation.

☐ Overcome Fear

- Humiliation : Feeling insulted One of the fear that freezes the person even before presenting to the stage
- Stage Fear : I can't handle such a large audience, my mind goes into a buzz before stage

☐ Develop Confidence :

Practice A Bit more times before coming to stage

☐ Becoming a Professional

- ✓ Giving the same presentation again and minimize your mistakes, of course you can't avoid them

Barriers to effective presentation



FEAR

Lack Of Preparation

PRE-Self Estimation

Secrets to Overcoming the FEAR

❑ Know Your Subject:

❑ Build-up Your Confidence by remembering:

- That you are presenting to your friends like usual informal CHAT
- Breath deeply
- The first few minutes are the worst if you handle them then after that everything will go on smoothly

❑ That Final and Foremost point is that PRACTICE ,
PRACTICE and PRACTICE

How to make a Good Oral Presentation ?

1. Conquering Stage Fright

- Some amount of stage fright is always useful, but the too much of anything is a **curse**.
- The main reason is that we are not familiar to speak in public.
- Know your subject thoroughly.

2. Content Of The Presentation :

- ✓ Focus on the message and not the medium

3. View The Menu

- ✓ Welcome your audience by greeting them
- ✓ Tell them in briefly what you are going to perform.

How to make a Good Oral Presentation ?

4. Master your material

- Practice your speech or presentation
- You should be clear about the points you are going to deal with, with a little of humour in your speech.

5. Calm Your Mind

- Engage yourself in exercises to release tension
- Try to engage the audience into your topic.

6. Turn Nervousness into Positive Energy

- ✓ Nervous energy is an asset to you. Harness it, and transform it into vitality and enthusiasm.

STRUCTURE OF THE PRESENTATION

Introduction

- Introduce the Topic

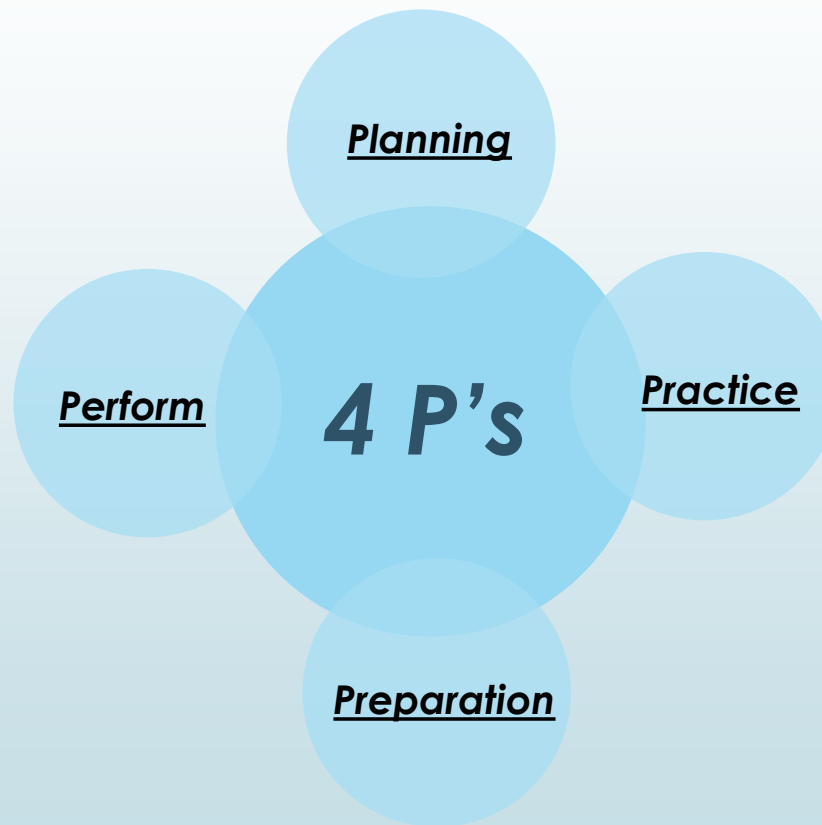
Body

- Provide detail information to the audience about the topic
- Use questions to raise the interest i.e. involve the audience

Conclusion

- State the goal and uses of the Presentation
- Leave the audience with a positive feeling about you and your ideas

Remembering the 4P's



Remembering the 4P's

❑ Planning :

- Planning ahead enables rehearsing the presentation's delivery which in turn boosts confidence—a confident presenter is able to convince the audience much better.

❑ Practice :

- Practicing also has 2 aspects that need to be addressed:
 - I. Rehearse – This is practicing the things you intend to do.
 - II. Prehearse – This is practicing and planning for the things you might have to do.
- Practicing a presentation is always a good idea, even if the presenter has already delivered it somewhere else. The first few minutes are the worst if you handle them then after that everything will go on smoothly.

Remembering the 4P's

❑ Preparation :

- The most important aspect of the Preparing phase is the use of an effective slide structure.
- Slides that are well-designed help to engage the audience and reinforce key messages

❑ Perform :

- Effective presentations are not only about having good content or a well-designed slide deck; the way information is presented can be just as important.

CONCLUSION

- ❑ Brush aside all the ugly thoughts
 - Feeling humiliated
 - Nobody is thinking or observing your nervousness in the public because people are buried in their own thoughts and insecurities
- ❑ Feeling Of Nervousness is absolutely usual process
 - There is a hormone ADRENALINE which secrets only when we are in a fighting situation.
- ❑ Focus on the content that you prepared and recall your topics
- ❑ Don't Evaluate yourself before you attend the stage
- ❑ One of Great Say *"In my opinion, the only way to conquer stage fright is to get up on stage and play. Every time you play another show, it gets better and better."* --Taylor Swift



THANK YOU

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