काशी हिन्दू विश्वविद्यालय

BANARAS HINDU UNIVERSITY

AN INSTITUTION OF NATIONAL IMPORTANCE ESTABLISHED BY AN ACT OF PARLIAMENT

Oral Presentation

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Topics

- Overcome fear
- Develop confidence
- Become a professional

Overcome fear

What do people fear

- Humiliation
- Unfamiliarity with the situation
- That something would go wrong

To Reduce Anxiety

- Visualize your Delivery
- Know your Subject
- Respect Preparation
- Practice Presentation
- Relax your mind
- Respect your Audience

Mustering Up Courage

- That you are presenting to your friends
- You are all in this together
- As long as you prepare properly your examiners will realise this performance and reward you accordingly.
- Breathe Deeply
- The first few minutes are the worst.

Overview to Becoming a Professional

- View the venue
- Welcome the viewer
- Master Your Material
- Calm your mind
- Visualize yourself Speaking

Note:

- Realize People want a winning leader
- Avoid apologies
- Focus on your message - not the medium
- Turn nervousness into positive energy
- Gain Experience

Structure your speech

- Structure your speech around three or four major points
- Keep the audience interested with a few anecdotes
- Summarize your main points in one sentence
- Make sure that you end on a strong positive point

Start Strong ... Finish Strong

- Begin with a question
- Open with a quote
- Use a startling statement

Delivery Tools

Body Language

- Posture
- Eye Contact
- Facial Expression
- Hand Gestures
- Appropriate dress

Voice Qualities

- Volume
- Inflection
- Articulation
- Rate

Body Language : Do's and Don'ts

Do's

- Face the audience
- Look at each person in the audience
- Glance at notes occasionally.
- Smile!

Don'ts

- Do not hold on to anything!
- Do not read directly from our notes/screen!
- Do not put hands in pockets!
- Do not keep looking at the screen
- Do not look at the professor/examiner only!

Voice Quality : Do's and Don'ts

Do's

- Speak loudly and clearly; enunciate.
- Speak slowly but with confidence
- Emphasize important points - by showing down and/or speaking louder.
- Making a transition to the next speaker (in team presentation).

Don'ts

- Race through the your speech
- Read directly from notes/screen
- Talk too fast!
- Talk deliberately slow
- Mumble!
- Exceed the time limit!

Things You Shouldn't Do

- Turn back on audience slouch
- Keep hands in pockets

Purpose of Visuals

- Illustrate key points
- Reinforce verbal message
- Stimulate audience interest
- Focus Audience attention

Visual Guidelines

- No Long Sentences, Bullets (keywords & phrases)
- Appropriate font size
- Appropriate colors
- Spell - Check every slide !
- Check visibility
- Speak to the audience, not the visual
- Stop talking when making adjustments to equipment.
- Remove/change visual when finish with topic.
- Decide how to advance slides

Organizing Strategies:

- Chronological
- Problem-cause-solution
- Pro/Con
- Sequential (1-2-3...)

Things to watch out for

- Standing in a position where you obscure the screen
- Getting lost in digressions!
- Moving about too much
- Keeping an eye on the audience's body language

Presentation Practicalities

If possible, e-mail files in advance (ppt)

Always keep a hard copy/transparencies

Always bring a soft copy on disc/pen drive with all fonts and included

Always rehearse - with the presentation computer if possible

Final Tips

- Use topics from your own experience
- Develop narrative skills
- Never speak without a purpose
- Support your argument with interesting examples, personal anecdotes and funny facts

Communicate Clearly

- Project your voice
- Speaking a little more loudly than normal feels unusual at first but your audience won't notice
- They will only notice if you speak softly

Finally

- Enjoy yourself
- Be creative
- Develop your own style
- You will have your own fans