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1. One difference between oral and written reports is that the presenter must consider pacing when presenting orally, whereas written reports move at he pace of the reader. Another key difference is that oral reports can often be done with a little less formality than written reports. Lastly, written reports are a lot less varied in their cues for discussion.
2. While oral and written reports are somewhat similarly organized, an oral report often requires more heavy reliance on visual aids, especially considering things such as body language. Vocalization is also something that needs to be considered when planning out how to deliver a message orally.
3. Some ideas for the introduction: statistic showing success rates for students with good grades, a quote from a famous intellectual about the importance of school, or a click-bait title slide. Some ideas for the conclusion: use a call to action like “make this your best academic semester yet”, stress how grades (somewhat) directly show the amount of knowledge gained in school, or use another quote.
4. An extemporaneous presentation is more often the desirable form of presentation. Things like lectures or persuasive presentations should be done extemporaneously. A speech can be read at times when the speech is shorter and maybe less is expected of the presenter, such as at an award ceremony.
5. A speaker’s personal characteristics influence the meanings of their words in many ways. Viewing the speaker allows for the listener to pick up on a lot of the speaker’s characteristics, such as confidence, sincerity, and friendliness. These all can change how the listener views the speaker.
6. The presentation to the three top executives was potentially shorter, as to not take up as much of their time. It’s also possible that there was more detail added to the first presentation because of the audience being slightly larger. The second presentation was also likely more formal
7. Feedback helps adapt a speech to the audience. Gaining feedback allows for adjustments based on the reactions of the listeners.
8. While they probably *shouldn’t* have an influence on any form of oral communication, they still do. We’re human, we judge instinctively. So, it is important to make the best impression possible using those things.
9. Good posture would include standing up straight and appearing alert. Bad posture is often just slouching and appearing aloof. Walking should come across as confident, as though you know you have a right to be walking up and talking to the audience.
10. Facial expressions can miscommunicate by forgetting to use eye contact or by having an itch on your face that makes you scrunch it up, making people think you’re disgusted when really you just want to itch your nose.
11. Gestures such as having your palms up can show agreement, while palms down would show disagreement. Slicing the air will show division, while a thumbs up or down shows support or disapproval.
12. While it’s true that we must accept the voice we have, a voice can still be worked with in order to make it more appealing to people generally.
13. Determining factors in the use of visual graphics should be the relevancy to the topic, how strong the visual is in supporting the goal of the presentation, and ensuring, if it’s statistic based, that it is from a reputable source.
14. Visuals should be used as strong supports for the presentation, but should not be overused in the presentation. Overuse might take away meaning from the visuals generally. Visuals should also be easy to read and understand.
15. I would advise the worker that their question was very important and that others may have been too scared to ask, for fear of being made fun of as they were. I would report the worker who insulted him. Bringing down others for asking questions is rude. The same would be said if the critic were a boss or if the speaker were a boss and the critic were a worker.
16. Using supporting examples that piggyback off of each other would be a great way to provide continuity. An example would be one presenter talking about an issue in the workplace surrounding the use of machines by untrained individuals, which could lead into a point about machine incidents rising in occurrences.
17. Face-to-face presentations grant more ability for the presenter to be interactive, such as simply pointing to visuals or utilizing the full body for body language. Virtual presentations just kind of inherently come off as more cold and less personal.