



Presentation Delivery Skills

Delivery in Presentation

Well written
speech

Poorly delivered

No influence

The act of speaking before
audience to convey your
messages successfully and
effectively.

Impactful

A moderately
prepared
presentation

Effective
delivery

Division of communication in Presentation

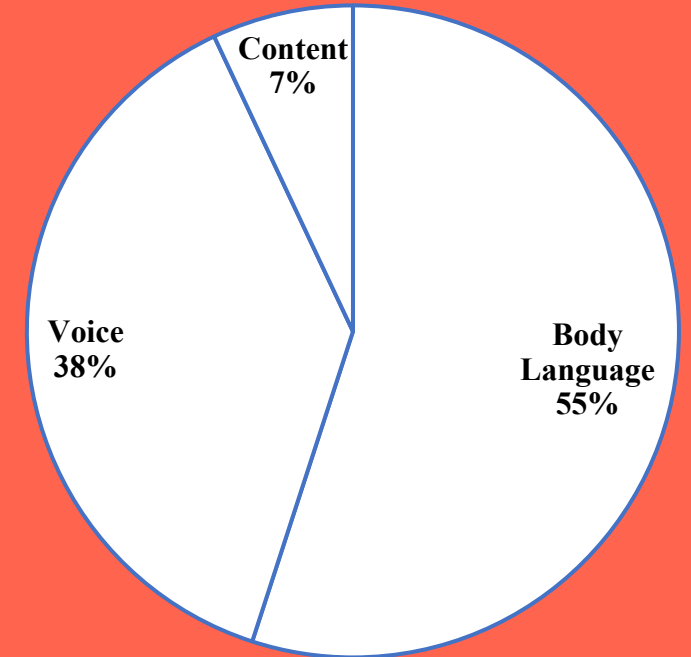


Verbal



Non-verbal

SPEAKER'S IMPACT



Voice of the Speaker

Loudness

Audible to everyone

Tone

As per the topic of your presentation

Speed

Generate enough time for understanding the message

Pauses

To indicate the shift from one sub topic to another

Voice Modulation

stress

pitch

tone

loudness

Word Stress

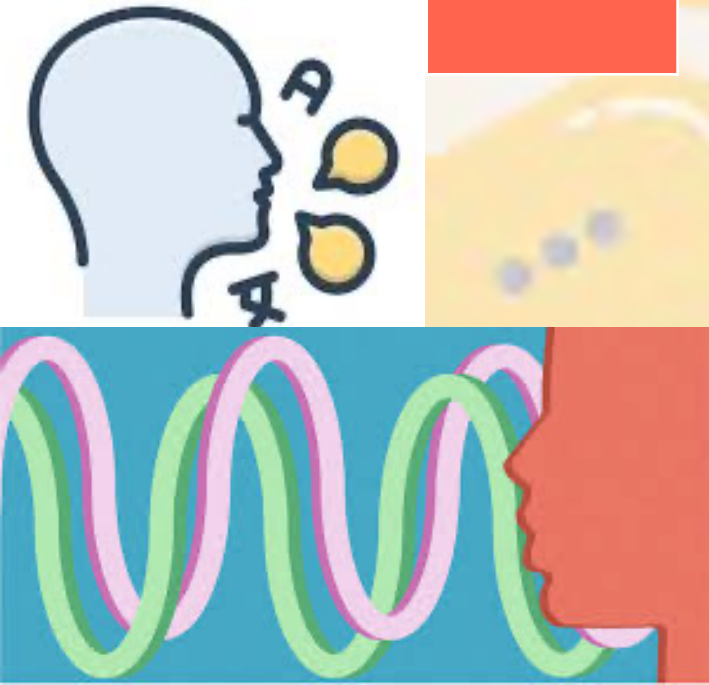
To highlight key words or important message

Pronunciation

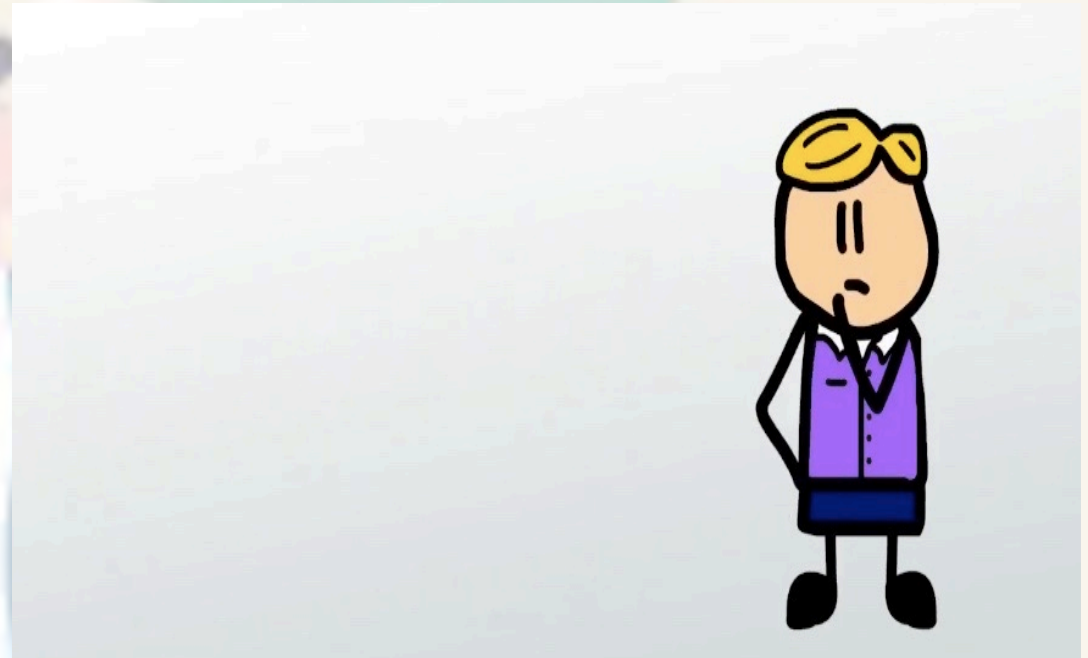
Rehearse correct pronunciation of the words

Articulation

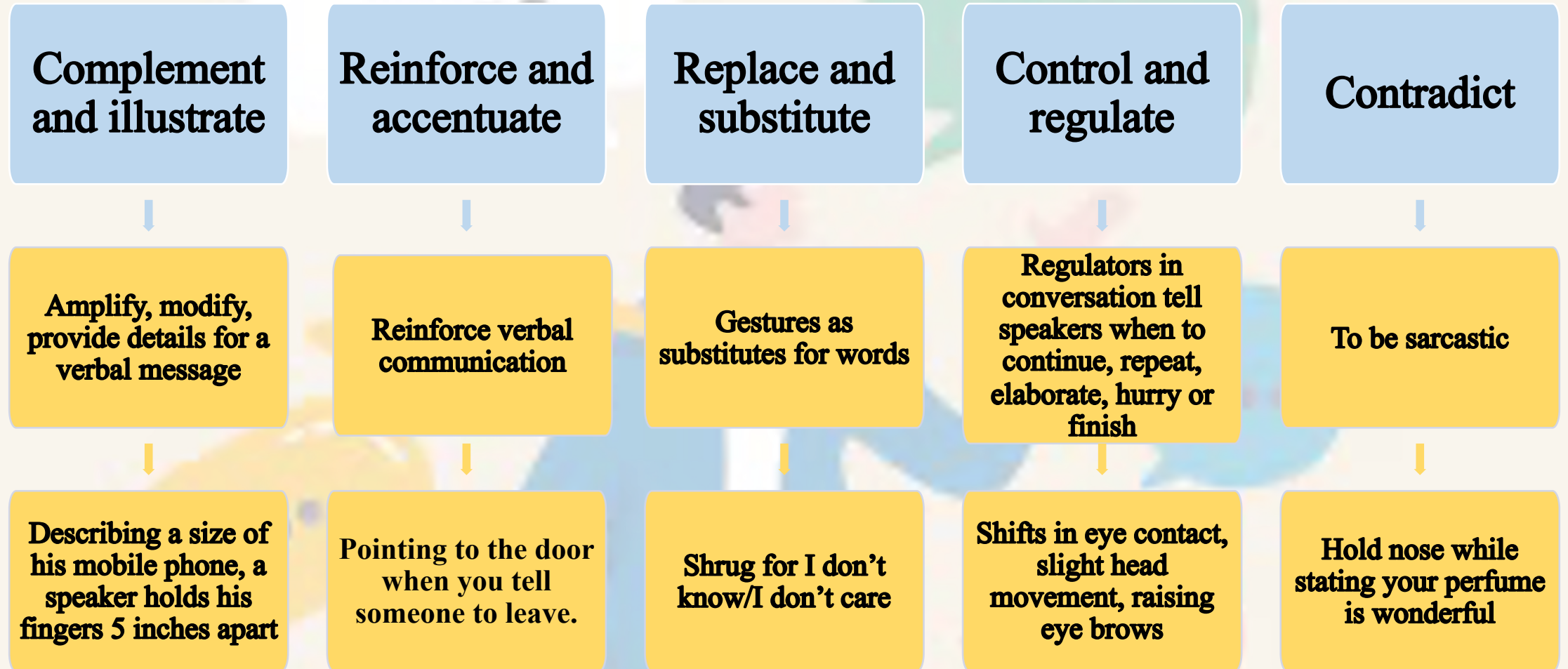
Articulate words clearly and completely



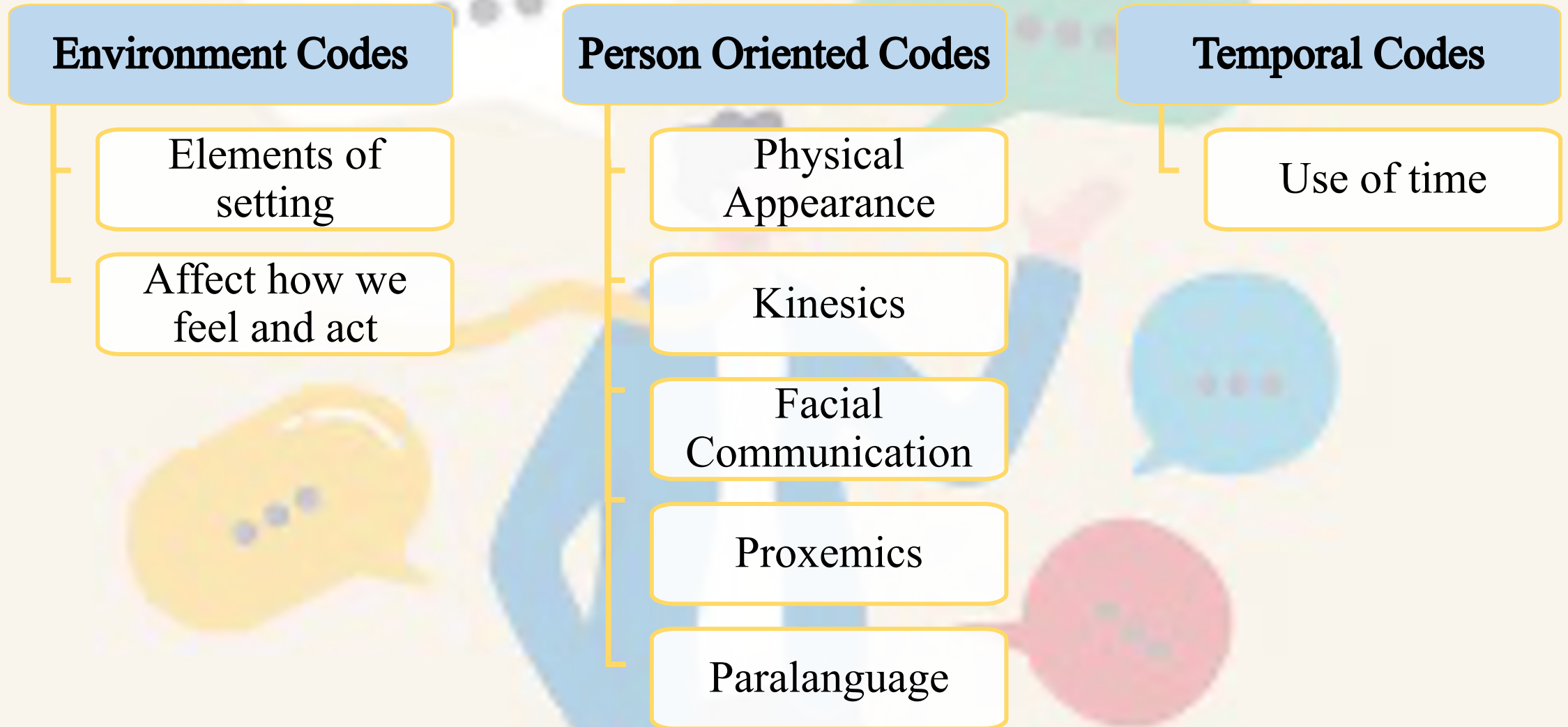
Non Verbal Communication



Functions of Non Verbal Communication

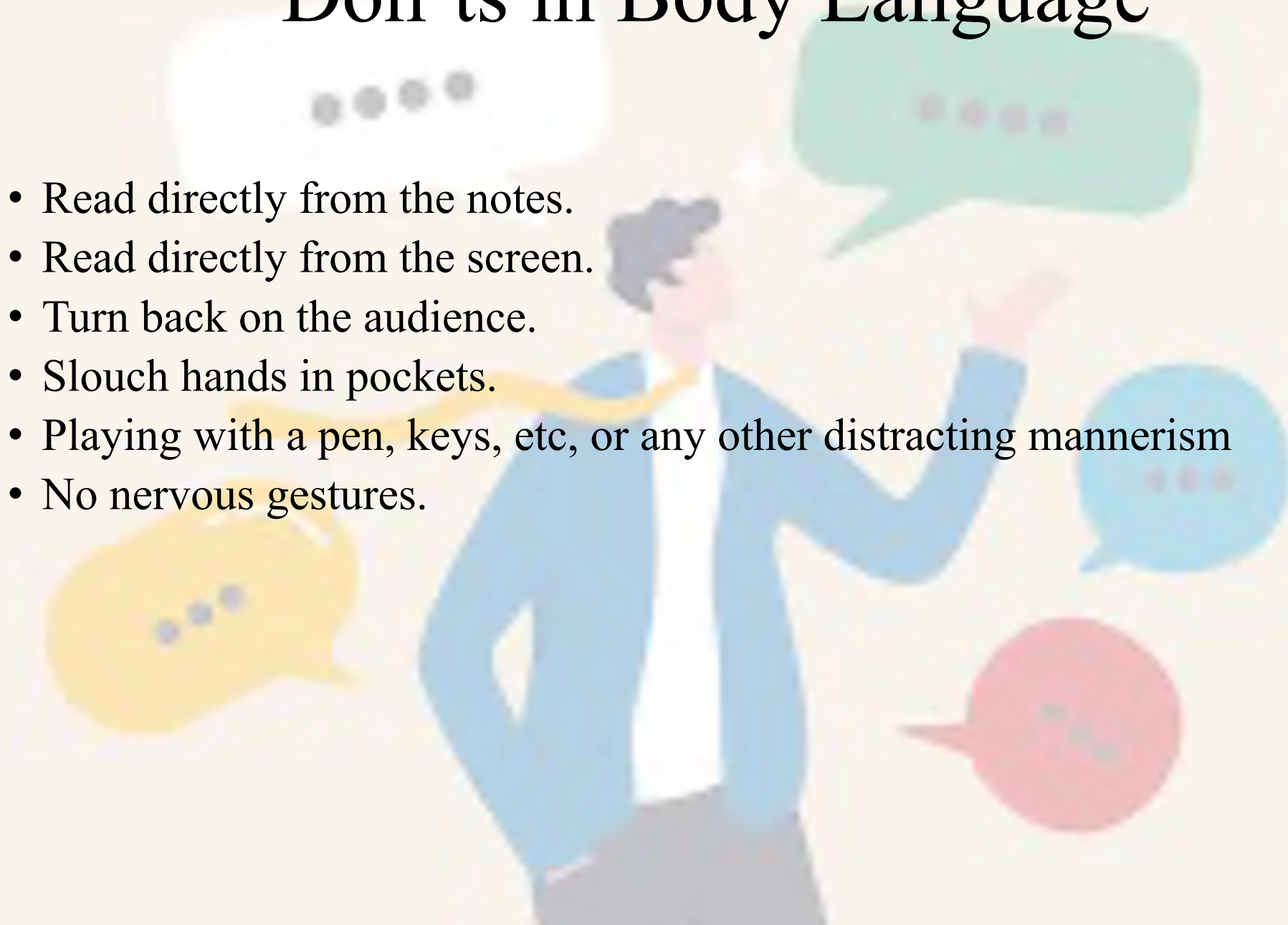


Classification of Non Verbal Communication



Don'ts in Body Language

- Read directly from the notes.
- Read directly from the screen.
- Turn back on the audience.
- Slouch hands in pockets.
- Playing with a pen, keys, etc, or any other distracting mannerism
- No nervous gestures.



Conclusion



Off line Task

- Choose anyone 1 option from manual exercises page 25 from (1-3) and voice record it as per the provided instruction.
- Ex 4 is an obligatory task.
- Both these tasks will be marked as your attendance.

