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

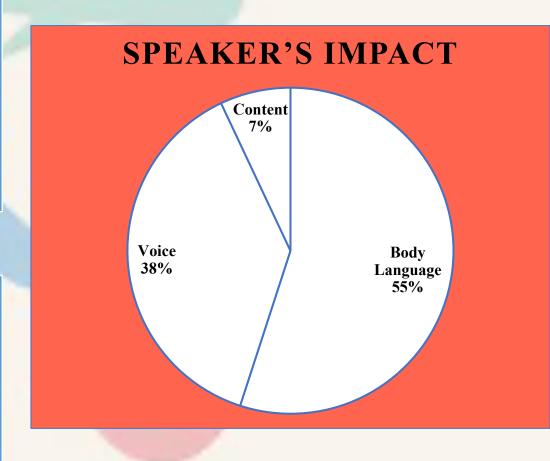
Division of communication in Presentation



Verbal



Non-verbal



Voice of the Speaker Voice Pronunciation Articulation Loudness Speed Word Stress Tone Pauses Modulation Audible to To indicate To highlight Rehearse Articulate stress Generate the shift everyone As per the key words words correct enough time from one topic of your pronunciation or important clearly and for sub topic to presentation of the words completely message understanding another the message pitch tone loudness

Non Verbal Communication







Funtions of Non Verbal Communication

Complement and illustrate

Reinforce and accentuate

Replace and substitute

Control and regulate

Contradict

Amplify, modify, provide details for a verbal message

Reinforce verbal communication

Gestures as substitutes for words

Regulators in conversation tell speakers when to continue, repeat, elaborate, hurry or finish

To be sarcastic

Describing a size of his mobile phone, a speaker holds his fingers 5 inches apart

Pointing to the door when you tell someone to leave.

Shrug for I don't know/I don't care

Shifts in eye contact, slight head movement, raising eye brows

Hold nose while stating your perfume is wonderful

Classification of Non Verbal Communication

Environment Codes

Elements of setting

Affect how we feel and act

Person Oriented Codes

Physical Appearance

Kinesics

Facial Communication

Proxemics

Paralanguage

Temporal Codes

Use of time

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.



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.