Unit - 3 TECHNICAL TALK / PRESENTATION

3.1. Introduction

Talking to a group of people is also an important skill for the technical professional. One or two talks, technical briefs or presentation are typical in any organizations. But many people are considered to be ill-prepared; this is because of nervousness in speaking in front of the audience. In order to have a successful talk it is necessary to prepare the talk first. So writing out a speech is a basic idea that should be elaborated by variety of techniques and writing out manuscript is the first step in many kinds of presentation. A good talk depends on its best preparatory steps. Before writing a talk there are two fundamental elements that you have to think about and they are "audience" and "your purpose".

Before you start a talk you should know about who the audiences are, why they are there, what they already knew. If you explain things which they already knew they can feel bored. They are more curious to know the purpose of the presentation. It is better to pinpoint exactly what you have to say in one idea and then develop this idea slowly and methodically in the time allotted.

Try to arrange your arguments and visual accompaniments to support the idea you want your listeners to take out.

3.2. Talk and Speech

Most of the people get confusion between talk and speech and hence use them synonymously. However, there are some fundamental differences between them besides their similarities. A talk is informative and interesting on a topic the speaker knows about and the audiences usually do not. On the contrary, a speech is more persuasive and intends to dominate the audience by exploiting even misusing facts. In most cases, speech is biased, emotional

and personal or subjective. Therefore, the purpose of talk is to inform whereas the purpose of speech is to persuade. The audiences in the talk are specified, especially of the some professional or academic background, while the audiences of the speech can be mass. To better understanding, a politician speaking in front of mass to indoctrinate his/her ideas can be regarded as speech. whereas, a managing director or a researcher presenting his/her findings in front of the specified audience can be a talk. This chapter discusses here not a speech but a talk.

3.3. Ways of Presentation or Technical Talk

Generally there are two ways in practice to deliver a talk to the audiences. One is speaking extemporaneously and other is reading directly from the manuscript.

1. Extemporaneous talk

In extemporaneous talk, the speaker has already practiced his/her talk at home and carries only the outline with keywords, statistics, quotations and some other very important data. When he /she is in front of the audiences, he/she speaks rather than reads, the speaker tries to give full justice to the rhythm, tone and pace of the language so as to make it more natural than artificial. The next advantage of extemporaneous talk is that the speaker can easily make an eye contact to the audience and attract their attention towards the subject matter. That's why, it is more effective and useful way of talk.

2. Reading prepared manuscript

Some speakers may have hesitation to speak in front of the audiences though they have abundant information about the subject matter. These speakers mostly prepare manuscript at home and present to the audiences. In this type of talk a speaker comes with a detailed manuscript, and reads that in front of the audiences. There's little eye contact and little variation in pace or tone of the talk and hence it seems artificial. The audience may get bored and less attractive towards the speaker. However, if the speaker is more conscious about the supra-segmental features, reading can also be like speaking and seem natural.

3.4. Some Steps for Writing out Manuscript

Begin with an outline: Shape it to the time allotted dividing the presentation into introduction, body of the text and conclusion. Suppose that you have 30 minute talk if you take 3 min for greeting, 3 min for the conclusion, then 24 min for the body text. Now decide how many ways you want to explain or elaborate your points. List them under the main discussion topic.

Example:

1. Introduction: statement of the argument
2. Body: Technical support for the argument.

   i.

   ii.

   (Restatement of points 'i. and ii'. and relationship to argument)

   iii.

   iv.

   v.

   (Restatement of points 'iii, iv, v' and restatement to argument)
3. Conclusion, restatement of argument

3.5. How to Make Presentation

1. Greet the audience and introduce yourself.

   I am….Today I'm going to present my paper on……
2. In my presentation I'll cover the following six points:
   - Introduction of …
   - The Landslide problem
   - Impact of landslide
   - Factors causing landslides
   - How to control landslides
   - Conclusion

To make your conclusion effective, following are the do's and don'ts

Do's

Be brief and to the point

Remind the listeners of what you have presented

Concluding signals … In conclusion, in closing, to conclude, to sum up, etc.

Don'ts

Don't surprise the audience by suddenly announcing 'That's all", 'I guess" 'I've finished 'that's it"

The worst thing you can do is just quitting the dias.

It's good if you say:

I'll be glad to answer audiences' queries if any.

Thank you very much.

3.6. A Model of Technical Talk

The management of landslide in mountainous area

Greeting and brief introduction

Good morning! Honorable chief guest, distinguished personalities from various places, my respected teachers and my lovely friends; I am Ashik Aryal, a program engineer of Rural Development Project. Now I am very happy to be in front of you. I would like to express my sincere gratitude to the co-coordinator who provided this opportunity to me to share what I have found from my survey and research. Today I am going to present a talk on "***The management of landslide in mountainous area***". In my presentation I'll cover the following six points:

- Introduction of …
- The Landslide problem
- Impact of landslide
- Factors causing landslides
- How to control landslides
- Conclusion

Introduction

Landslides are the result of a complex interaction of geologic and geographical environment. There are various factors to cause the landslide i.e.: heavy rainfall, melting snow or ice, earthquakes, volcanoes, deforestation, and human activities. In addition, landslides are also caused by other factors like road construction, overgrazing and exploitation of mineral resources. Increased population and construction in mountain terrains expose more people to landslide problem. Landslides destroy or damage residential and industrial developments, agricultural and forest land and highways. They also have a negative impact on the quality of water in rivers and streams.

Apart from the substantial loss of property, many people are killed by landslide. Large number deaths is mostly related to earthquakes, heavy rainfall and flooding. Thus landslide problem is a major problem in the modern context and for the reduction of landslide hazards a great deal of effort must be done. It could be done by various mitigating techniques such as regional landslide studies and mapping, monitoring and awaking about the disastrous aspects and landslide control works.

Purposes of the project

The purposes of this study of the project are:

1. to increase awareness by assessing the social and economic impacts of landslides.
2. to develop a geologic and socio-economic understanding of landslide problems.
3. to share the knowledge with other countries and to provide the facility of safer and effective development.

The landslide problem

For the mountainous areas landslide can be the major cause of social and economic loss especially in rainy season. Also there is one factor like population pressure which forces the expansion of agriculture at the expense of the forests on to the sleeper slopes and at the same time exploitation of mineral resources have accelerated the landslide process and increased the economic cost of landslide damage.

Impacts of landslide

1. Landslide destroys or damages residential and industrial developments, agricultural and forest land, highways.
2. They also have a negative impact on the quality of water in rivers and streams.

Factors causing landslides

A number of variable issues can influence landslide process:

1. Geologic condition, including rock and soil types, their strength and structures.
2. Amount, duration, and intensity of rainfall
3. Melting snow or ice.
4. Effects of earthquakes.
5. Human activities and developmental works

Landslide control works

The following methods could be adopted to control landslides.

1. By constructing surface drains, groundwater drains and retaining walls
2. By removing soil from the head of the landslide and dumping it
3. By river structure work
4. By planting vegetation, blasting and hardening
5. By increasing public awareness.
6. By organizing and providing consulting and extending services for landslide program.

Conclusion

In the mountainous areas people have suffered more fatalities from landslide than the people of other plain areas. In the mountainous areas especially the impact of landslide on development are great and are apparently growing. They destroy or damage residential and industrial development, agricultural and forest land, and highways. The best and most common method of

landslide control is the reforestation of the slopes areas and the construction of check dams in the valleys. The following landslide hazard management programs are deemed necessary in order to effectively meet the need for reducing losses from landslide disaster.

- identification of landslide hazard areas, compilation of landslide inventories and landslide mapping
- rehabilitation of lands subjected to landslides and development of regulation controlling unstable terrain
- specific standards of design and construction of physical control measures in the public and private sectors
- development of a national landslide loss reduction program and the identification of a central organization for management of the program

I would be really grateful to you to clarify your queries if any.

Thank you very much.

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Ashik Aryal

Program engineer

Tips for Presentation

- Smile passionately
- Smart dress up
- Cleanliness
- Body Gestures
- Eye Contact
- Seek audience participation
- Make hand outs available if possible
- Use of statistical data
- Use of audio visual data
- Be on time

EXERCISE

Topics for presentation/technical talk

1. Environmental pollution
2. Construction
3. Water resources and their best utilization
4. Impact of computer in modern society
5. Impact of satellite communication
6. Urban development
7. Cottage industry in Nepal
8. Industrialization and development
9. Technical education and its necessity
10. Poverty alleviation in Nepal
11. Co-Education and its importance
12. Girls trafficking in Nepal
13. Privatization in education
14. Problem of rising prices
15. Smoking and health problems

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