**NWAR AL AIN BIN HAZMI**

**S3915079**

**Journal Entry 2**

We were having our fourth lesson and the topic was Engagement & Effective Oral Communication. Classes have been moved to online due to the Covid-19 pandemic in Vietnam. Upon connecting, the lecturer was already discussing on the outcomes of today’s lecture. These outcomes are that we as students should be able to understand components of an effective verbal presentation, direction of the presentation and the type of content suitable for the every level of audience.

As usual by looking at the outcomes presented, I was feeling slightly anxious as considering coming from the workforce I do have some experience when it comes to presentations, however once we dived in deeper on the topic there were a few things which I have overlook in the past and intrigued my interest once again.

Today’s lesson has been a positive learning experience as I understand that there are some gaps within my presentation skills. First thing is the direction of the presentation which is the most important aspect when it comes to presenting, once we understand the purpose of the presentation, we can look at the target audience, with different levels of target audience there are different ways of presenting your presentation. The presentation should be from as technical and concise to present the key information with enough data from high level to low level audience. Furthermore, the content of the presentation should include information and structured according with to the purpose.

In conclusion, when we follow these steps, such as understanding the purpose, different levels of audience and structuring the content, we can determine that the presentation will be succinct yet comprehensible.

Upon learning on the importance of constructing a comprehensible presentation, I would incorporate the steps mentioned earlier when it comes to any presentation. I would firstly understand which direction of the presentation I am leaning towards. Followed by understanding the target audience, with that set the language accordingly whether I can make use of acronyms or is there a need to define and also determine to use informal or formal language. Additionally, with the purpose of the presentation I can select what level and a suitable type of content to be presented. By combining all these steps, my content and tone of the presentation would be not only informative but easy to understand.