

✓ **Modes of oral presentation**

There are 4 main modes used in public speaking

1. Spontaneity

This speech is delivered with little opportunity to prepare, its main virtue is that it is spontaneous. The speaker has to organize his/her speech material promptly as s/he does not get enough time for formal written preparation of the speech. (The speaker quickly determines the central idea, main points and their order. Here speaker's preparedness comes from his/her general awareness of the topic, its main points and the supporting material. Its main shortcoming is that it is not well planned.

2. Manuscript delivery

- It is relied on for more formal occasions. The speaker takes the copy of the speech manuscript and reads it before the audience
- Speaking from a manuscript, one is able to be very precise and one can carefully control the exact message the listeners receive
- Usually the statesmen and very important persons of the countries make use of the manuscript delivery because every word of their speech reflects the national policy of the govt.
- If someone misconstrues/misquotes some part of the message and wants to take disadvantage of it, the manuscript can prove what the speaker had exactly said.

3. Memorized Delivery

- It allows for a well planned expression of ideas. The speaker plans the speech before hand.
- The speaker writes entire speech and memorizes it. The memorized speech does not sound natural or spontaneous without the conscious efforts of the speaker to achieve it. Often it sounds like mechanical or robot-like delivery.
- It always carries a risk of forgetting some part of the message
- If the speaker happens to forget some part of the message, the button of his/her mechanical speech gets automatically switched off!

4. Extemporaneous

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It is somewhat more formal than impromptu speaking. Here one has opportunity to plan and organize speech. The speaker carefully prepares the speech outline and plans the supporting material. He mainly uses minimal notes on a small card or piece of paper to help him to recall the main points of the topic. This style allows the speaker to be prepared, spontaneous and flexible.