

Do's & Don't while giving presentation

Do's

1. Rehearse your speech multiple times & improve fluency
2. Start with greetings, a quote, or short story to grab your listener's attention
3. Maintain good posture & use gesture to reinforce your message.
4. Try to understand your audience - their age, interest & expectations.
5. Research your topic thoroughly.

Don't's

1. Don't read from scripts it can make you seem unprepared.
2. Don't overload your slides, keep it simple.
3. Avoid using "um", "like", or "you know".
4. Avoid going off topic.
5. Don't rush through your content.

Importance of Communication

Verbal Communication

- Refers to the words & language you use.
- Good verbal skills mean being clear, using correct pronunciation & grammar & speaking with confidence.
- Highlighting key phrases helps the audience remember important points.
- Examples, repetition, & storytelling can help make your message memorable.

Non-Verbal Communication

- Includes body language, posture etc.
- Non-verbal cues can support or contradict what you are saying.
- Nodding while listening or acknowledging questions shows you are attentive.
- Smiling creates a positive impression.