

PUNE INSTITUTE OF COMPUTER TECHNOLOGY

Department of Computer Technology

A.Y: 2020-21 Sem-I

Subject- Business and Communication Skills Lab

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Assignment No.: 09

Subject Code-210250

Roll No – 21118

Batch: E1

Title: Presentation of topic of individual interest

Problem Statement:

Multimedia based oral presentation of factual information highlighting the importance of (business or technical) topic.

Objectives:

- To present the topic in an effective, convincing and time bound manner.
- To observe presentation skill of material along with individual oratory skills. §
Deliver effective just – a – minute (JAM) presentations
- Listen to obtain information, understand others and to learn.

Apparatus: Microsoft Powerpoint, Microsoft Teams

Steps:

1. Selection of topic.
2. Collection of material and classification.
3. Analysis and arrangement of ideas logically.
4. Select the medium of presentation.
5. Prepare the presentation.
6. Feedback about the presentation considering points

Concepts related Theory:

Definition: “A structured , prepared & speech – based means of communicating information, ideas, or arguments to a group of interested people in order to inform or persuade them ”

Types of Oral Presentations:

- 1) The impromptu speech
- 2) The memorized speech

3) The manuscript speech

4) The extemporaneous speech

Preparing contents: 3 As

1) Analyze your AUDIENCE.

2) Define what ACTION you want them to take.

3) Arrange your ARGUMENT to move them

In all presentations, hence, good research about the topic, vivid language, effective slides, substantial data, good use of wit and humour, a captivating beginning, and an emphatic ending create a lasting impact on the listeners.

A good presentation is a “POPTA” presentation.

P – Purpose

O – Organization

P – Preparation

T – Time

A – Audience

The suggestions received during live presentation:

- We (me and my partner in presentation) lacked little bit in time management due to which we increased the pace of presentation at the end. The suggestion is to use your time properly.
- In some slides there we little bit more text part. It is suggested by mam to includes pictures and audio, video clips to make presentation more effective.
- The third suggestion was, don't read the slides word by word. Also only include keywords in slides and prepare for your topic accordingly.
- It is also suggested to provide sufficient amount of statistical data in the presentation. Which was general advice for entire batch.

Conclusion:

This assignment given the insights of the important factors of multimedia presentation. It helped me in understanding how to present some topic using digital tools. I prepared small presentation on scenario of unemployment in India. The presentation requires you to do

in-depth research about a certain topic. I gained lot of confidence in my research and presentation skills. This eventually help me in my future academic and professional career.