TECHNICAL COMMUNICATION (KAS – 301)

UNIT – 3
TECHNICAL PRESENTATION : STRATEGIES & TECHNIQUES

TOPIC : FORMS OF PRESENTATION

Presented by
Dr. RENUKA
Assistant professor
Applied Science and Humanities
IMS Engineering College, Ghaziabad

FORMS OF PRESENTATION

- INTERPERSONAL COMMUNICATION

- CLASSROOM PRESENTATION

- INDIVIDUAL CONFERENCING

- PUBLIC SPEAKING

- IMPERSONAL COMMUNICATION

1. INTERPERSONAL COMMUNICATION

- Interpersonal communication is the process by which people exchange information, feelings, and meaning through verbal and non-verbal messages: it is face-to-face communication.

- Interpersonal communication is not just about what is actually said - the language used - but *how* it is said and the non-verbal messages sent through tone of voice, facial expressions, gestures and body language.

- When two or more people are in the same place and are aware of each other's presence, then communication is taking place, no matter how subtle or unintentional.

ELEMENTS OF INTERPERSONAL COMMUNICATION

1) The Communicators

- For any communication to occur there must be at least two people involved. It is easy to think about communication involving a sender and a receiver of a message. However, the problem with this way of seeing a relationship is that it presents communication as a **one-way process** where one person sends the message and the other receives it. While one person is talking and another is listening

2) The Message

- Message not only means the speech used or information conveyed, but also the non-verbal messages exchanged such as **facial expressions**, **tone of voice**, **gestures** and **body language**. Non-verbal behaviour can convey additional information about the spoken message

3) **Noise**

■ Noise has a special meaning in communication theory. It refers to anything that distorts the message, so that what is received is different from what is intended by the speaker. The use of **complicated jargon**, **inappropriate body language**, **inattention**, **disinterest,** and **cultural differences** can be considered 'noise' in the context of interpersonal communication.

4) **Feedback**

■ Feedback consists of messages the receiver returns, which allows the sender to know how accurately the message has been received, as well as the receiver's reaction. The receiver may also respond to the unintentional message as well as the intentional message.

5) **Context**

- All communication is influenced by the context in which it takes place. However, apart from looking at the situational context of where the interaction takes place, for example in a room, office, or perhaps outdoors, the social context also needs to be considered, for example the roles, responsibilities and relative status of the participants.

6) **Channel**

- The channel refers to the physical means by which the message is transferred from one person to another. In a face-to-face context the channels which are used are speech and vision, however during a telephone conversation the channel is limited to speech alone.

2. CLASSROOM PRESENTATION

- Public speaking—giving an oral **presentation** before a **class** or another group of people—is a special form of interaction common in education.

- You will likely be asked to give a **presentation** in one of your **classes** at some point, and your future career may also involve public speaking.

3. INDIVIDUAL CONFERENCES

- **individual Conferences** (IC), a critical tool of supervision, is arranged to facilitate interaction, sharing and feedback between supervisor and supervisee in a systematic, planned and confidential setting. ICs are supposed to be held every week during the assigned time. It provides a platform to discuss the issues and concerns arising out of field work.

- A **student conference** should be used to discuss a **student's** performance or behavior. It can be used as a deterrent technique – when **student** performance has changed or there seems to be something troubling a **student**. A **conference** can also be part of a "consequence menu" - it can serve as a step in the discipline process

ADVANTAGES TO INDIVIDUAL CONFERENCES

- Individual conferences meets the need of the individual worker

- It provides a forum for the students to discuss regarding the problems they face

- It gives the students the privacy required to express their thoughts and feelings to the faculty supervisor

- Faculty supervisor is in a position to exercise better control over the student and take better care of their needs

- To assist students identify any gaps in their learning during the practical

4. PUBLIC SPEAKING

- **Public speaking** (also called oratory or oration) is the process or act of performing a **speech** to a live audience. **Public speaking** is commonly understood as formal, face-to-face, **speaking** of a single person to a group of listeners.

- It allows us to form connections, influence decisions, and motivate change. Without communication skills, the ability to progress in the working world and in life, itself, would be nearly impossible

5. IMPERSONAL COMMUNICATION

- A type of communication or interaction that is based specifically on social roles, such as communication between a sales representative and a potential customer.

- The manner of communication is informal and superficial, covering topics necessary to instigate a sale or similar transaction.

- Impersonal communication is most common in business, where a personal relationship and emotion are not required to complete transactions.

- It is also a term used to refer to less direct methods of communication, such as email and social networks. These methods allow individuals to make statements they may not make to someone in person.

- Impersonal communication can therefore be used to hurt others more easily than direct confrontation, as impersonally communicated statements are made with little fear of retribution.