LESSON 40

ORAL PRESENTATION

Outline:

Art of Delivery

Preparation for Speaking

Completing Oral Presentation

Evaluate the content of your presentation, for clarity and conciseness, develop visual aid
and coordinate them with your delivery. Besides four areas it also includes mastering the
art of delivery preparing to speak, overcoming anxiety and handling question
responsively.

Extemporaneous

This method of delivery is very carefully planned and practiced. In it, the speaker makes
a presentation with the help of an outline, note cards, or visual aids. It is very popular and
effective method of delivering a speech. In this way the speaker can glance at his notes,
keep eye contact and speak in a natural, conversational tone. In this method, the whole
presentation is read aloud. It helps a speaker when the presentation has technical or
complex topic. If you choose to read your speech, practice enough so that you can still
have eye contact with your audience, otherwise, your speech may become boring.

Memorization

Few speakers today memorize complete speeches. However, it can be useful for short
speeches. In case of a long speech, often the first few words of a statement can be
memorized. This technique may sound like a robot. Besides, forgetting a single line may
cause disaster.

Impromptu

It means a speech made without any preparation or made on the spur of the moment. In so many situations you are asked to make a speech or offer your comments, when you’re asked to speak “off the cuff”, take a moment or two to think about what you’re going to say. Avoid the temptation to beat about the bush.

Preparing to Speak

Knowing your material and practicing your delivery can build your confidence. Make sure you know the location and have everything you need (projector, microphone chalkboard etc.)

If you are addressing audience that doesn’t speak your language consider using an
interpreter

Important aspects to take into account are cultural differences in appearance, mannerism or customs.

Overcoming Anxiety

If you are nervous about facing audience and experience stage fright, prepare more material, rehearse and think positively.

© Copyright Virtual University of Pakistan 193

Show Confidence

You will be nervous at the beginning of your presentation. Don’t worry - most people are nervous. Try not to speak too fast during the first couple of minutes. This is the time you establish your rapport with the audience. Remember your first impressions are very important. You may find it helpful to memorize your introduction. Move during the speech. Some movements hold audience attention. If you’re seated, shift position in your chair or gesture a bit more with your arms.

Body Language

Stand rather than sit when you are delivering your presentation and try to be aware of any repetitive hand gestures or awkward mannerisms that might irritate your audience.

Voice Quality

You must be clearly audible at all times - don’t let your voice drop at the end of sentences. If you vary your intonation, your voice will be more interesting to listen to and you will be able to make your points more effectively.

Visual aids

Use your visual aids confidently, making sure you allows your audience time to absorb information from flipcharts and transparencies.

Delivery

Audience Reaction

Be ready to deal with any hostile questions. Polite, diplomatic answers are a good
disarming tactic, but if you should find yourself ‘under fire’, suggest that the audience
keeps any further questions until the end of the presentation and continue with your next
point.

Language

Simplicity: use short words and sentences that you are comfortable with. There is no benefit in using difficult language.

Clarity: Active verbs and concrete words are much clearer and easier to understand than passive verbs and abstract concepts. Avoid jargon unless you are sure all your audience will understand it.

Signaling: Indicate when you’ve complete one point or section in your presentation and are moving on the text. Give your audience clear signals as to the direction your presentation is taking.

Handling Question Responsively

Question and answer period is very important.

Give chance to obtain impotent information

To emphasize your main idea and supporting points

Treat hostile question as legitimate request for information Maintain professionalism to improve your credibility

© Copyright Virtual University of Pakistan 194

Focus on the questioner using body language to emphasize the fact that you are listening to him.

Keep your answer short and to the point.

Maintain control by stating some ground rules in the beginning of the question and answer session.

Respond unemotionally
Motivate questioning.

Conclude your presentation finish on time

Presentation on a Cell Phone

1 Welcome everyone

2 Mention handouts /graphics

3 Introduce the subject of the presentation

4 Outline the purpose and structure of the presentation

5 Present some statistics

6 Tell a personal anecdote

7 Sum up the statistics and their significance

8 Comment on market trends

9. Outline the major benefits of the new cell phone models

10. Invite questions

11 Sum up the main benefits of the new cell phone machines

12 Thank and conclude