CHAPTER 2

Effective Oral Presentation Skills

Presenting information clearly and effectively is a key skill to get your message or opinion across and, today, presentation skills are required in almost every field. Whether you are a student, administrator or executive, if you wish to start up your own business, apply for a grant or stand for an elected position, you may very well be asked to make a presentation. This can be a very daunting prospect.



1. What is a Presentation?

A presentation is a means of communication which can be adapted to various speaking situations, such as talking to a group, addressing a meeting or briefing a team. To be effective, step-by-step preparation and the method and means of presenting the information should be carefully considered.

Oral presentations are one of the most common assignments in college courses. Scholars, professionals, and students in all fields desire to disseminate the new knowledge they produce, and this is often accomplished by delivering oral presentations in class, at conferences, in public lectures, or in company meetings. Therefore, learning to deliver effective presentations is a necessary skill to master both for college and further endeavors.

Definitions

- **Oral presentation:** "Something set forth to an audience for the attention of the mind" → **Effective** "...producing a desired result"
- **Oral presentation:** "A structured, prepared and speech-based means of communicating information, or ideas to a group of interested people, in order to inform or persuade them"
- **Oral presentation:** "Is the process of verbally transmitting information and ideas from one individual or group to another. Oral communication can be either formal or informal"

2. Kinds of Oral Presentations.

In this section we will discuss the following three types of oral presentation:

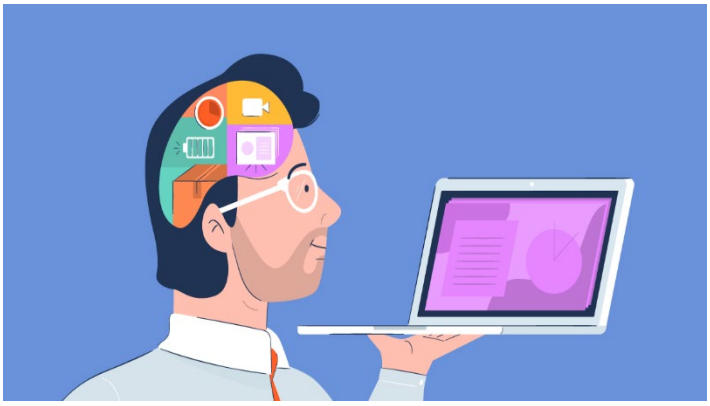
Memorized

Verbatim

Extemporaneous

- **Memorized:**

The memorized oral presentations depend on the presenter's memory. The speaker, first, memorizes the presentation and then says it from an appropriate platform. As we know, it is very difficult (but not impossible) to remember all the technical data and cross-references for presentation; we also know that to memorize is very time-consuming process. More than that, memorized oral presentations tend to become artificial and monotonous and considered appropriate for most technical subjects.



➢ **Verbatim:**

In this type of oral presentation. the presentation is read verbatim from the document or report. The speaker prepares the presentation in advance and then reads out from the manuscript. The presentation read verbatim from the text has its own advantages and disadvantages. Having a complete write-up for presentation ensures that the speaker will say what he/she desires to say. No doubt, the content part of the text goes well. However, such mode of presentation sacrifices the naturalness of presentation. The involvement of the audience gets lost as there is no eye contact between the speaker and the listener. Sometimes, the presenter's way of reading the text becomes very unnatural or artificial and this affects the total impact of presentation.



➢ **Extemporaneous:**

The extemporaneous presentation is given at the most formal occasions. In this type of oral presentation, the presenter takes recourse to short notes and outline but the presentation is spontaneous. The speaker does not read out the entire text; he occasionally looks at the text. It is a live and dynamic presentation where the presenter has a scope to be creative; he keeps on creating sentences of his own choice keeping in mind the need of the time. The extemporaneous presentation is



preferred because it keeps the content and the naturalness of the presentation unbroken. The speaker can easily make an eye contact with the listeners as he is not reading the text verbatim. The spontaneity of the speaker's oral presentation gives an entirely new shape to the focus element. It the presentation is prepared well in advance; the message will be complete and easy to understand.

Note: In our life, there are more spontaneous speaking opportunities than planned ones.

3. Elements of Effective Presentations.



Ask yourself the following questions to develop a full understanding of the context of the presentation.

- When and where will you deliver your presentation? (Live or prerecorded)
- Will the presentation be to a small group or a large crowd? (Live or web based)

- What is the audience expecting to learn from you and your presentation?

All these aspects will change the presentation. **See below for information on elements of effective presentations.**

Presenter (You):

The role of the presenter is to communicate with the audience and control the presentation. Remember, though, that if you want some kind of interaction this may mean handing over the control to your audience.

Audience:

The audience receives the presenter's message(s).

(The message will change depending upon the audience – is the message intended for teens or retirees, business executives or the general public?).

Message:

The message or messages are delivered by the presenter to the audience. The message is delivered not just by the spoken word (**verbal communication**) but can be augmented by techniques such as voice projection, voice tone, body language, gestures, eye contact, and attitude or authentic passion displayed (**non-verbal communication**), and **visual aids**, such as Power Point slides.

Message	Audience	Presenter
• Determine Objective(s) • Organize your presentation • Direct Data Research • Support Attractive Opening & Flourishing Closing • Effective Delivery	• Who are your Audience ? • Grabbing your Audience's attention • Building Credibility • Reading Audience' Body Language • Handling Audience's Questions	• Overcoming Nervousness • Believe in yourself • Grammar & Pronunciation • Presenter' Body Language



4. Steps to Organize a Presentation:

Oral presentations are a common requirement in many courses. They may be short or long, include PowerPoint slides or other visual aids, and be done individually or in a group. Planning and structuring an oral presentation are similar to the process of writing an essay, except you need to think about having a live audience and use spoken language instead of written. **The major steps in oral presentations are planning (preparing), structuring and presenting.**



Remember anyone can give a good presentation. Don't worry if you are not naturally extrovert. Preparation and practice can be the keys to success!

Step (1): PREPARATION AND PLANNING

Oral presentations require a good deal of planning. Scholars estimate that approximately 50% of all mistakes in an oral presentation actually occur in the planning stage (or rather, lack of a planning stage).



Make sure to address **the following essential checklist elements** to consider in preparing and planning an oral presentation. *Use it yourself by filling in the boxes on the right under "My Ideas".*

QUESTIONS TO ASK YOURSELF	EXAMPLES	MY IDEAS
1. What is the aim?	✓ to buy my product ✓ to adopt my recommendations ✓ to join the club ✓ to give me a job	

2. What is my title?	✓ How to reduce production costs ✓ The INT Chess Club	
3. Who am I speaking to?	✓ What are the benefits to the audience of my product/report/speech? ✓ Are these people the decision makers? ✓ What do they know of the subject? ✓ How does this change my approach? ✓ What sort of questions will they ask me? What are the answers? ✓ What aspects will they be interested in?	
4. What are the main points I want to make?	1, 2, 3; first, second, third; point a, point b, point c	
5. What do I want the audience to do after listening to my presentation?	We must invite them: ✓ to buy my product ✓ to accept my findings ✓ to join the club ✓ to give me a job	

- **<u>Other questions concerning physical aspects.</u>**
  - ✓ Who is the audience?
  - ✓ How many people will there be in the audience?
  - ✓ Check earlier, if you can, the place where you are going to make your presentation.
  - ✓ Where will it take place? How big is the room?
  - ✓ What equipment is there in the room? What equipment do I need?
  - ✓ Does the equipment work?
  - ✓ Are you going to need a black or whiteboard? Have you got chalk and / or a felt tip pen?
  - ✓ Do you need an overhead projector or a screen?

- ✓ Are they in place? Is there a podium? Where are you going to put your notes /papers /transparencies?
- ✓ Do you need an adapter or extension lead? Can the information be seen?
- ✓ Can you present the information and not get in the way? Do you need a pointer?
- ✓ Will you need to dim the lights or draw the curtains?
- ✓ Are you going to need handouts or any other documents? How many? Do they present a good image of you and your company?

When?

What time of day is it? What day is it? Will the audience be more or less receptive when listening?

How long?

In relation to what the audience knows or time constraints, what can I eliminate if necessary?

Other

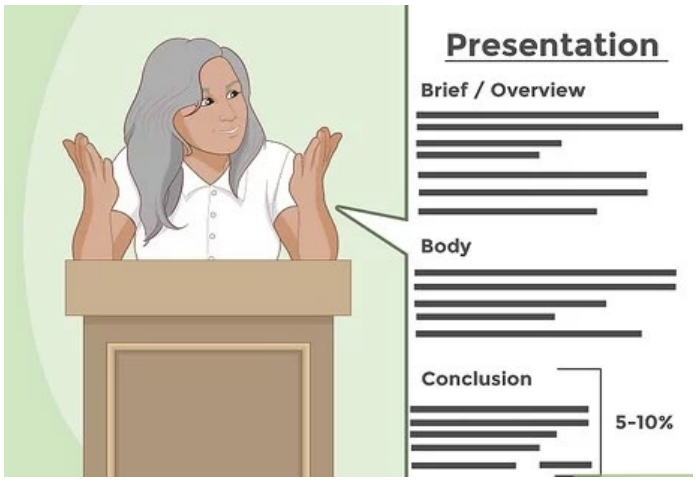
Am I dressed appropriately? Shoes polished? Are my hands and fingernails clean?



Experienced presenters are able to improvise and adapt to changing circumstances but you may have only one chance to present your information, so be prepared.

Step (2): STRUCTURE OF AN ORAL PRESENTATION

A good oral presentation is well structured; this makes it easier for the listener to follow. Basically, there are three parts to a typical presentation: **the beginning**, **the middle** and **the end** (*or introduction, body and conclusion*).



- **We are going to look at each part in turn and present the language needed to express both the structure and the content.**

THE BEGINNING OR THE INTRODUCTION

The beginning of a presentation is the most important part. It is when you establish a rapport with the audience and when you have its attention. More detailed techniques can be found in the upcoming parts.

- **Get the audience's attention and signal the beginning:**
  - *Right. Well. OK. Erm. Let's begin.*
  - *Good. Fine. Great. Can we start?*
  - *Shall we start? Let's get the ball rolling.*
  - *Let's get down to business.*



In English-speaking countries, it is not uncommon for the speaker to begin with a joke, an anecdote, a statement made to surprise or provoke in order to gain the audience's attention, to make people want to listen, to feel relaxed and even to introduce the subject. This may or may not be appropriate in your country; you are probably the best judge. Certainly, humor is difficult to convey and would not be appropriate in all contexts.

A good technique is to try to get your audience involved in your talk either by asking direct or verbal questions. Ask for a show of hands for example, in response to a question or, present information in such a way that the audience can identify with it. You can give an anecdote, unusual or surprising facts, or an illustration from real life could be employed here.

- **Greet audience.**

  It is important to greet the audience by saying something like:



  - *Hello ladies and gentlemen.*
  - *Good morning members of the jury.*
  - *Good afternoon esteemed guests.*
  - *Good evening members of the board.*
  - *Fellow colleagues Mr. Chairman/Chairwoman.*
  - *Thank you for your kind introduction.*

- **Introduce oneself, (name, position, and company):**

Do this not only to give important information so people can identify you but also to establish your authority on the subject and to allow the audience to see your point of view on the subject (you are a student, researcher, responsible for, director of, neophyte, layman).

  - *Good afternoon, ladies and gentlemen, let me introduce myself…..*
  - *Good morning, everyone, I'd like to start by introducing myself. My name is...*
  - *I am a student at the ….. I am a doctoral candidate,……*
  - *I am …... from …..... Compony. I'm the manager of……*
  - *I am a researcher from …..... I've been working on the subject now for …… years……. I've had wide experience in the field of…*
  - *Good morning, my name is ……. I am a student at the …… and I would like to talk to you today about some of my findings in a study I did on…..*

➢ **Give title and introduce subject:**

What exactly are you going to speak about? Locate the subject in time and place, in relation to the audience and/or its importance. Give a rough idea or a working definition of the subject.

- *I plan to speak about.....*
- *Today I'm going to talk about..... The subject of my presentation is..... The theme of my talk is.....*
- *I've been asked to give you an overview of……..*



Why are you going to speak about it?

I have chosen to speak about this because……. I was asked to speak about …… because.....



Have you set any limits on the scope of your talk? What won't you speak about?

It may be very useful to eliminate certain areas before you start so as to avoid confusion or deviation from your main task. It also protects you from criticism later for not covering certain aspects or issues.



Have you estimated the time it will take?

It is useful to give the listeners some idea of how long you will speak so as to maintain their attention better.



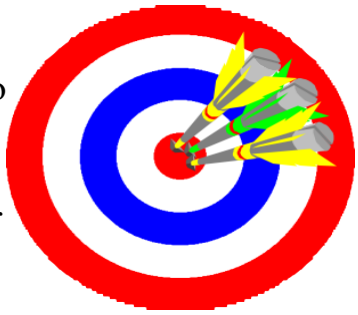
- *I will not speak about...*
- *I have limited my speech to……*
- *My talk will last about 15 minutes.*
- *I will speak for 15 minutes.*

- You may want to give acknowledgements here too. If you have been sponsored, supported or encouraged by a particular firm, organization, professor, etc. you may want to recognize their contribution. Your research and paper may have been the work of a collaborative effort and you should acknowledge this too giving the names of all the participants.



- At some point you should ask a question or somehow try to determine the attitude and knowledge of the audience. How do they feel about the subject? You will then have to modify the contents, as you never know exactly what to expect.
  - *Have you ever heard of...? You may already know…*
  - *I feel sure that some of you… Every day you encounter...*
- To get the audience's attention and perhaps to find out where they are you could introduce the subject by saying:
  - *Have you ever heard of/seen X?*
  - *You've probably seen countless times... You may have wondered...*
- **Give your objectives (purpose, aim, goals)**

The main purpose of an any speech is to have the audience understand and remember a certain amount of information. *You should therefore have two purposes: a general purpose and a specific one.*



- The former is to inform: to give an overview, to present, to summarize, to outline; to discuss the current situation or to explain how to do something or how something is done.
- The latter is what you want the audience to take away with them after listening to you, what you want them to do, what they should remember.
  - *What I would like to do today is to explain……*

- *to illustrate...*
- *to give you the essential background information on... to outline...*
- *to have a look at...*
- *What I want my listeners to get out of my speech is...*
- *If there is one thing, I'd like to get across to you today it is that…*

Once you have established your specific objectives you may go on to formulate your content.

➢ **Announce your outline:**

You want to keep the outline simple so 2 or 3 main points are usually enough.

- *I have broken my speech down/up into X parts.*
- *I have divided my presentation (up) into Y parts.*
- *In the first part I give a few basic definitions about……. In the next section I will explain……. In part three, I am going to show.....In the last part I would like/want to give a practical example.....*

➢ **Questions and comments from the audience:**

You should also let the audience know at some point in the introduction when and whether they may ask questions.



- *I'd ask you to save your questions for the end.*
- *There will be plenty of time at the end of my speech for a discussion.*
- *You may interrupt me at any moment to ask questions or make comments.*
- *Please stop me if you don't understand anything i say but could you keep any specific questions until after I've finished.*

➢ **Make a transition between the introduction and the body.**

You should refer to your transparency or outline.

- *Now let us turn to point one.*
- *Let us now move on to the second part, which is, as I said earlier….*



If you are giving a technical presentation a glossary might be useful and avoid unnecessary interruptions. Always explain abbreviations and say acronyms giving their full name when you first mention them and be especially careful with the pronunciation.

THE MIDDLE OR THE BODY

➢ **Content:**

What information should you give in your speech? All your information should support your purpose. In most cases you will have to limit the content, as time is usually precious!

know your material *really* well

➢ **Quantity:**

How much information should you give? Enough to clearly develop your ideas. *Don't forget to illustrate through examples.*

➢ **Sequencing your ideas:**

Here are a few possibilities for organizing your ideas: chronological order; from general to specific; from known to unknown; from accepted to controversial; problem/solution. Whatever sequencing you choose, the headings should be all of the same grammatical form.

➢ **Signposting or signaling where you are:**

Just as when you are driving along a road that you don't know very well, you depend on signs to guide you, you need to guide the listener by using expressions to tell him/her where you are going. That is to say, first announce what you are going to say (give an example, reformulate etc.) and then say what you want to say. This is very like verbal punctuation. Indicate when you have finished one point and then go on to the next one. It is redundant in text but very useful in oral presentations.



Experienced presenters will also clearly pause, change their stance and the pitch of their voice as they move from one part of a presentation to another.

➢ **Linking ideas, sections/making transitions**

Indicate the end of one section and the beginning of the next.

- *That's all I would like to say about..... (subject of part A) and now let us turn to .....*
- *Now that we've seen. Let us turn to……*

To be clear and concrete. Use examples, rephrasing, summaries etc.:

To give an example	To rephrase	To summarize	To emphasize
• *Now let's take an example.* • *An example of this can be found...* • *To illustrate this…* • *Let's see this through an example.*	• *Let me rephrase that,……* • *In other words..* • *Another way of saying the same thing is……* • *That is to say i.e.,……*	• *To summarize……* • *To sum up,……* • *Let me summarize by saying* • *So that concludes my overview……* • *In conclusion……* • *Briefly said ……* • *In short,……* • *What I've tried to show in this part... ..*	• *What is very significant is...* • *What is important to remember...* • *I'd like to emphasize the fact that...* • *I'd like to stress the importance of... to highlight…*

THE END OR CONCLUSION

The end of a talk should never come as a surprise to an audience; it needs special consideration.

➢ **Content:**

The end or the conclusion of your talk should include **four parts**: **a brief reminder of what you tried to show in your speech** and how you tried to do so, **a short conclusion**, **thanks to the audience for listening**, and an **invitation to ask questions**, make comments or open a discussion.

- **Firstly,** at the end you should briefly summarize your speech in a few lines to make sure the audience has retained the main points. Alternatives are: to state the point of the speech; give the essential message to retain; list the main points and what you want the audience to remember; review informally or indirectly by using a quote, a comparison or example.

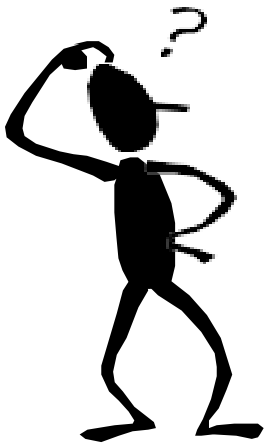


- **Secondly,** you should give some kind of conclusion. That is to say you should give a message that logically comes out of the ideas developed in your speech. This could be a commentary, the lessons learned, some recommendations, or the next steps. You could also make a call to action; the audience should have to do something.
- **Thirdly,** thank the audience for being there.
- **Finally,** ask for questions and comments or invite a discussion. If you choose the former, you put yourself in a superior position compared to the audience and should be considered as an expert. You will need to be very prepared

intellectually and psychologically to transfer control to the audience and be able to answer any questions. However, in the case of the latter, you put yourself more or less on equal terms with the audience and do not have to be the expert with all the answers! The audience may have some clear ideas or some practical knowledge about the subject themselves!

➢ **<u>Dealing with difficult questions:</u>**

- **Make sure you understand the question:**



🕓 Ask a question to see if you understand.

🕓 Repeat the question in your own words to check that you have understood.

🕓 If not, ask the questioner to repeat

- **In answering:**

🕓 Delay the answer (ask for time and/or repeat the question).

  - *Just a minute please. What is a…… ? How can I put it?*
  - *I'm glad you asked that question. That's a good question/point/remark.*
  - *Can I answer that question later?*

🕓 Admit that you are not responsible.

  - *I saw that in the work of…*

🕓 Agree but give an alternative point of view

  - *I agree with you but there is another way of looking at it.*

<u>SUMMARY OF Step (2)</u>

➢ To give a successful presentation and at the same time a good image of yourself or your firm, careful preparation and organization are required. You need to take into consideration who you are speaking to, when, where, and why, as all of these details will have an impact on your structure and content. A well-structured speech with a step-by-step approach is one that

is easy to follow. Besides structure, it is also necessary to be relatively repetitive. A good 'rule' is announced what you are going to say, say it and finally, say what you've said.

➢ Be careful with the figures. Pronunciation (proper names, cognates, numbers) and presentation are important, practice beforehand! This is equally important for the key words of your presentation. It is particularly annoying for the audience to hear the same word mispronounced repeatedly.

➢ In addition to careful preparation - good structure and vocabulary – and organization, a message passes in other ways. According to experts 55% of the message is non-verbal. Using images (visuals); body language and voice are extremely important and will be examined in the following sections.

Step (3): PRESENTING

As the person in responsibility of the situation when presenting, it is your job to make your audience feel comfortable and engaged with both you and the material of the presentation. **So, you have to do the following:**



- ✓ Maintain eye contact. Only look at notes or slides very briefly. Sweep the room with your gaze, pausing briefly on various people.
- ✓ Be aware of your body posture.
- ✓ Be enthusiastic about your topic.
- ✓ Smile.
- ✓ Slow down your speech. We naturally talk faster when we are nervous. Include pauses to allow your listeners to keep up and time for you to think ahead.
- ✓ Use gestures to emphasize points and move about the space if possible.



- ✓ Calibrate the volume of your voice so that people in the back of the room can hear you.
- ✓ Avoid fillers, such as "Ah, uh, I mean, like, okay, um…."
- ✓ Act as natural and relaxed as possible.
- ✓ Dress appropriately.



Not like this… **Or like this…**





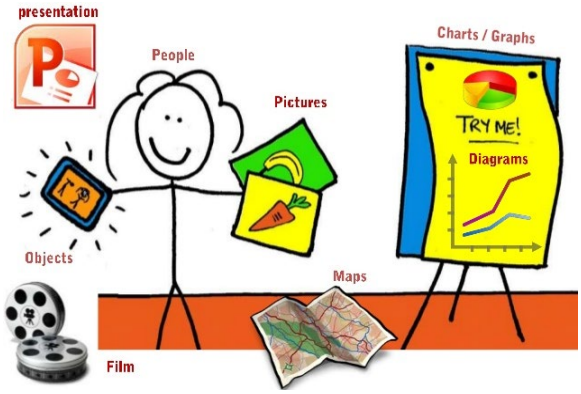
5. Visual Aids.

➢ **<u>What are visual Aids?</u>**

Are visual materials, such as pictures, charts, and diagrams, that help people understand and remember information shared in an oral presentation.



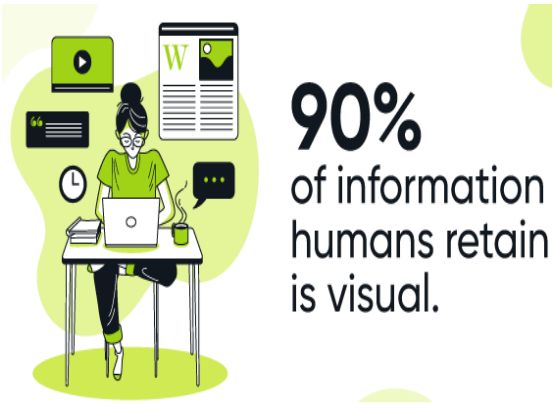
➢ **What media are used?**



- transparencies/slides.
- Power Point© slides.
- video projection/projector.
- Handouts.

➢ **Why uses visuals?**

- to focus the audience's attention
- to illustrate points easier to understand in visual form but difficult in a verbal form (e.g., statistics)
- to reinforce ideas
- to change focus from aural/oral to visual
- to involve and motivate the audience
- to serve as logical proof
- to save time and avoid putting information on a board
- to avoid turning your back to the audience when writing on a board
- to help the speaker



➢ **Text to put on a visual:**

- Name, conference/company and company logo, date, title of presentation. try to do this consistently but not to the detriment of a table or image.
- Full sentences are not to be used, unless a quote is given, give round figures

➢ **Size, layout, font (typeface) and size, colors.**

- Size - A4
- Layout should be pleasant and easy to read: horizontal/landscape layout is preferable.
- Fonts: Ariel, Helvetica, **Times New Roman**, Futura, Optima, Verdana,

New Century, Schoolbook and Courier. Some companies impose a particular style.

- Font size - maybe 20 or more depending on the size of the room you will be speaking in. A good idea is to use different sizes for different types of text: i.e., 20 for main headings, 16 for subheadings, 14 for other text.
- Use CAPITAL LETTERS, **bold face**, *italics*, underlining, reverse (white on black) or shading to highlight.

It is often a good idea to give out a paper copy, called a handout, an outline, a glossary of key words, sources, any other visuals you plan to use, so people can take them away, not waste time in taking notes on key concepts.

➢ CREATING INTEREST AND ESTABLISHING A RELATIONSHIP WITH THE AUDIENCE

- Do not assume the audience will be interested in what you have to say. Even if they are, minds wander and get distracted. From the very beginning you need to create interest and continue doing so throughout your speech. You need to put everything on your side to promote knowledge acquisition. In informing an audience you have to adjust to what people think, to constraints, maintain a dialogue (and not a monologue) and use attractive supporting materials. **How can you do this?**



- Excite listeners' interest from the beginning. In the introduction show how your subject or what you are going to say affects or may affect their lives. In other words, make it personal.

🕓 Other techniques are:

- Give an unusual fact or statistic.
- Use words like *you, we, us, ours*.
- Illustrate with a real-life story or anecdote.
- Ask the audience to do something. "Raise your hands if you know."
- Ask the audience direct or rhetorical questions.

🕓 Other tips:

- Be brief and clear in giving the subject and purpose.
- The speaker's attitude is important - knowledge, personality, openness. Be lively and enthusiastic.
- Use a variety of media sources.

6. Body language.

The golden rule is "Be natural and relax!"

In any communication process, there are several levels at which messages are sent. The following three levels are of particular importance:

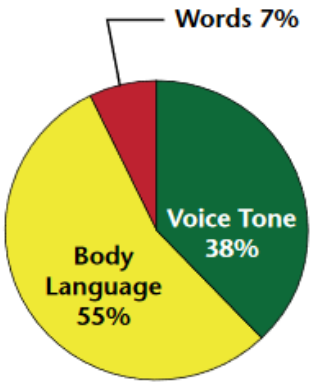
- **The level of content (the meaning of the spoken word)**
- **The vocal level (if you are talking loudly or softly, slowly or quickly, in a shaky voice, or a solid one)**
- **The level of body language**

BODY LANGUAGE

For Every One

- **<u>What is body language?</u>**

Body language **is nonverbal communication that involves body movement.** Body language includes the gestures. postures, movements and expressions that a person uses to communicate.



- 7% VERBAL (Conveyed through words)
- 38% VOCAL (intonation, pitch, pauses, etc.)
- 55% NON-VERBAL (body language)

"Eye contact, facial expressions, posture, movements, gestures"

➢ **Why is it useful?**

It is a natural part of communication:

- to clarify meaning; it is very visual
- to vent nervousness
- to maintain interest
- to emphasize and regulate

"Body Language Speaks Even When You Don't"



➢ **Types of Body Language**

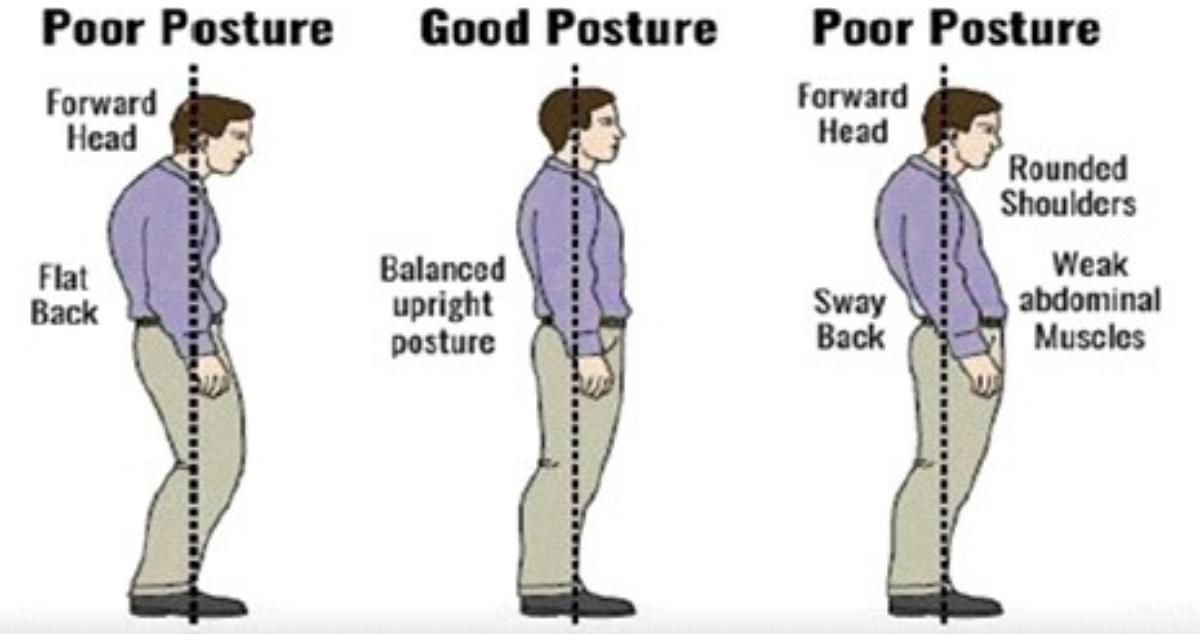
Body language is usually grouped along two lines...

- Parts of the body
- Intent

Parts of the body

From head to toe, here are the groups for body parts:

- **The Head** - Movement and placement of the head, back to front, left to right, side to side, including the shaking of hair.
- **Facial Expressions** - The face has many muscles (anywhere between 54 and 98, depending on who you ask) that move several areas of the face.
- **Body Posture** - The way you place your body and arms and legs, in relation to each other, and in relation to other people. **The Body Language of Posture**

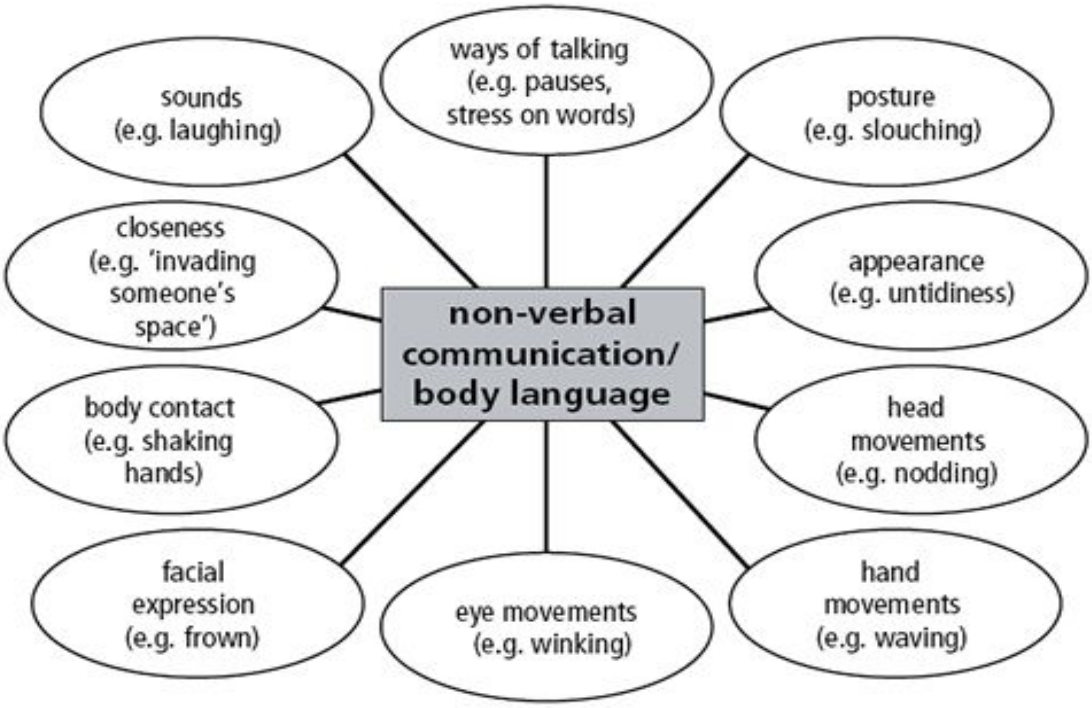


- **Eye Contact:**
  - ✓ Eye contact has very much in face- to- face communication.
  - ✓ Absence of eye contact shows lack of interest & understanding.
  - ✓ We look faster than listen or talk.
  - ✓ The speaker must look in to the eyes of the audience from right to left & left to right this will built up the confidence & eliminate the nervousness.



- **Dress & Appearance:**
  - ✓ The kind of dress we use & the way in which we groom ourselves shows our status & attitude.
  - ✓ Physical attractiveness plays an important role in our assessment of people.
  - ✓ Persons dress & physical appearance conveys great deal of information about him.





NON-VERBAL BEHAVIOR	INTERPRETATION
Brisk, erect walk	Confidence
Standing with hands on hips	Readiness, aggression
Sitting with legs crossed, foot kicking slightly	Boredom
Sitting, legs apart	Open, relaxed
Arms crossed on chest	Defensiveness
Walking with hands in pockets, shoulders hunched	Dejection
Hand to cheek	Evaluation, thinking
Touching, slightly rubbing nose	Rejection, doubt, lying
Rubbing the eye	Doubt, disbelief
Hands clasped behind back	Anger, frustration, apprehension
Locked ankles	Apprehension
Head resting in hand, eyes downcast	Boredom
Rubbing hands	Anticipation
Sitting with hands clasped behind head, legs crossed	Confidence, superiority
Open palm	Sincerity, openness, innocence
Pinching bridge of nose, eyes closed	Negative evaluation
Tapping or drumming fingers	Impatience
Pointing fingers	Authoritative
Patting/fondling hair	Lack of self-confidence; insecurity
Tilted head	Interest

Stroking chin	Trying to make a decision
Looking down, face turned away	Disbelief
Biting nails	Insecurity, nervousness
Pulling or tuqqing at ear	Indecision

Do's and the Don'ts

How do I know as to what I am doing is right or not ……???

OR

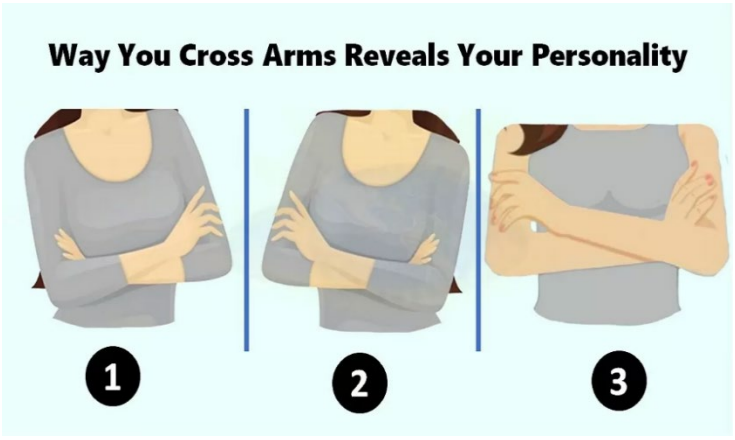
What is My Body Language like!!!!!

Let us find out.



➢ **Don't cross your arms:**

You have probably already heard you shouldn't cross your arms as it might make you seem defensive or guarded.



➢ **Don't be afraid to take up some space:**

Taking up space by for example sitting or standing with your legs apart a bit signals self-confidence and that you comfortable in your own skin.



➢ **Relax your shoulders:**

When you feel tense it's easily winds up as tension in your shoulders. They might move up and forward a bit. Try to relax. Try to loosen up by shaking the shoulders a bit and move them back slightly.



➢ **Don't slouch, sit up straight:**



➢ **Don't touch your face:**

It might make you seem nervous and can be distracting for the listeners or the people in the conversation.



➢ **Don't fidget:**

Try to avoid, phase out or transform fidgety movement and nervous ticks such as shaking your leg or tapping your fingers against the table rapidly.



➢ **To Improve Your Body Language**



- SMILE! ::::::::::::::::::::::::::::::::::::::
- Keep an open space before your upper torso. E.g., don't hold your arms, hug your bag, or put things on your lap.
- Have eye contact. Important to establish connection.
- Be comfortable in your space. Don't fidget, don't squirm, or don't lose yourself in your body.
- (For ladies) When resting on your hand, keep the insides of your hand faced outwards. This makes you appear more open.
- Minimize movement that distracts. Don't finger drum, nail bite, skin peel, or scab pick.
- Slow down your pace. (For fast talkers). Move slowly if you have to adjust your position.
- Be inclusive in your actions. E.g., reduce the physical distance between you and the other person, smile, maintain eye contact, and make occasional gestures towards the other person.
- Be open with your emotions. If you are sad, happy, or surprised, show that on your face.
- Pace yourself to much the other person. At the end of the day, everyone is different. Assess each person individually and adopt the body language that will help you best connect with him/her

7. Voice and Pronunciation.

Correct pronunciation is important if one is to be understood correctly. Incorrect pronunciation is perhaps the first cause of communication breakdown. If the listener is not accustomed to the speaker's native language, he/she will not understand a mispronounced word. Mispronunciation also tires the listener's ear and he/she will perhaps even stop trying to understand the speaker if it becomes too difficult.

- **What is pronunciation?**

There are two important aspects of pronunciation of individual words, word stress and the individual sounds themselves called "phonemes". A suggestion: make sure you know how to correctly pronounce at least the key technical words or words that your repeat over and over again in your speech.

Just as in the case of individual words in English a particular syllable receives stress, so do particular words in a sentence. Sentence stress concerns stressing particular words in a sentence usually at regular intervals. English speakers stress words that are important for meaning such as: nouns, verbs, adjectives, adverbs, negatives, demonstratives and interrogatives. Unstressed ones include articles, auxiliary verbs, prepositions, and conjunctions.

- **Voice**:

The voice, or more precisely the qualities of the voice, should be used to its/their fullest. Qualities include loudness, speed (fast or slow), variety, pitch (high or low), silent moments or pauses. The voice is important:

- to indicate importance, meaning
- to create atmosphere and to avoid sounding monotonous and putting the audience to sleep!

Some useful tips

- Effective presentation is much more than just presenting your ideas or delivering a speech. It is about skillful communication and relating to the audience—whether the audience is a few people or a large gathering.
- To create that kind of presentation requires preparation. You need to learn about your audience and any logistical factors so that you can tailor your message accordingly. With your audience in mind, you can outline the presentation to clarify your key messages and establish a logical sequence.
- Next comes the writing. Informational and motivational speeches will differ somewhat in structure, but most speeches have an introduction, a discussion, and a conclusion.
- Getting ready to deliver your presentation involves practicing until you are comfortable with your performance. Practice is one of the best ways to dispel any pre-speech jitters that you may feel.
- When you present, be sure to face the audience and maintain an attentive stance. Don't stand in a fixed position. Instead, move around, make eye contact, and relax so you can connect with the audience.

Brief Tips for Great Oral Presentations



1. Master Your Presentation

Knowing the ins and outs of your presentation will help build your confidence. You should know what each slide on your presentation says, and you should also know what you're going to say about each slide. You don't want to read off of your slides. Instead, do your best to learn your presentation's subject matter by heart. Your accompanying PowerPoint presentation is just a visual aid. Don't spend too much time fine-tuning your slide animations and transitions. Rather, focus on perfecting your message and making sure it's easy enough for your audience to understand.

