

Nuances and Modes of Delivery

Three steps in Presentation Process

- Planning:- Analyze the purpose, audience and occasion
- Writing:- Define main idea, choose approach, prepare outline, composing presentation
- Completing:- Revising, Editing, Practicing, Overcoming anxiety

Organizing Presentation

Just remember three things:-

1. Tell the audience what you are going to tell
(Introduction)
2. Tell it (Body)
3. Tell them what you have told (Conclusion)

INTRODUCTION

- Get the audience's attention. (Start with surprising or unexpected statement, anecdote, quotations, humor)
- Introduce the subject
- Give the audience a reason to listen
- Preview the main idea
- Narrate a story
- Put up a Question

BODY

- General to specific
- Specific to general
- More important to less important
- Less important to more important
- Problem and solution
- Compare and contrast

CONCLUSION

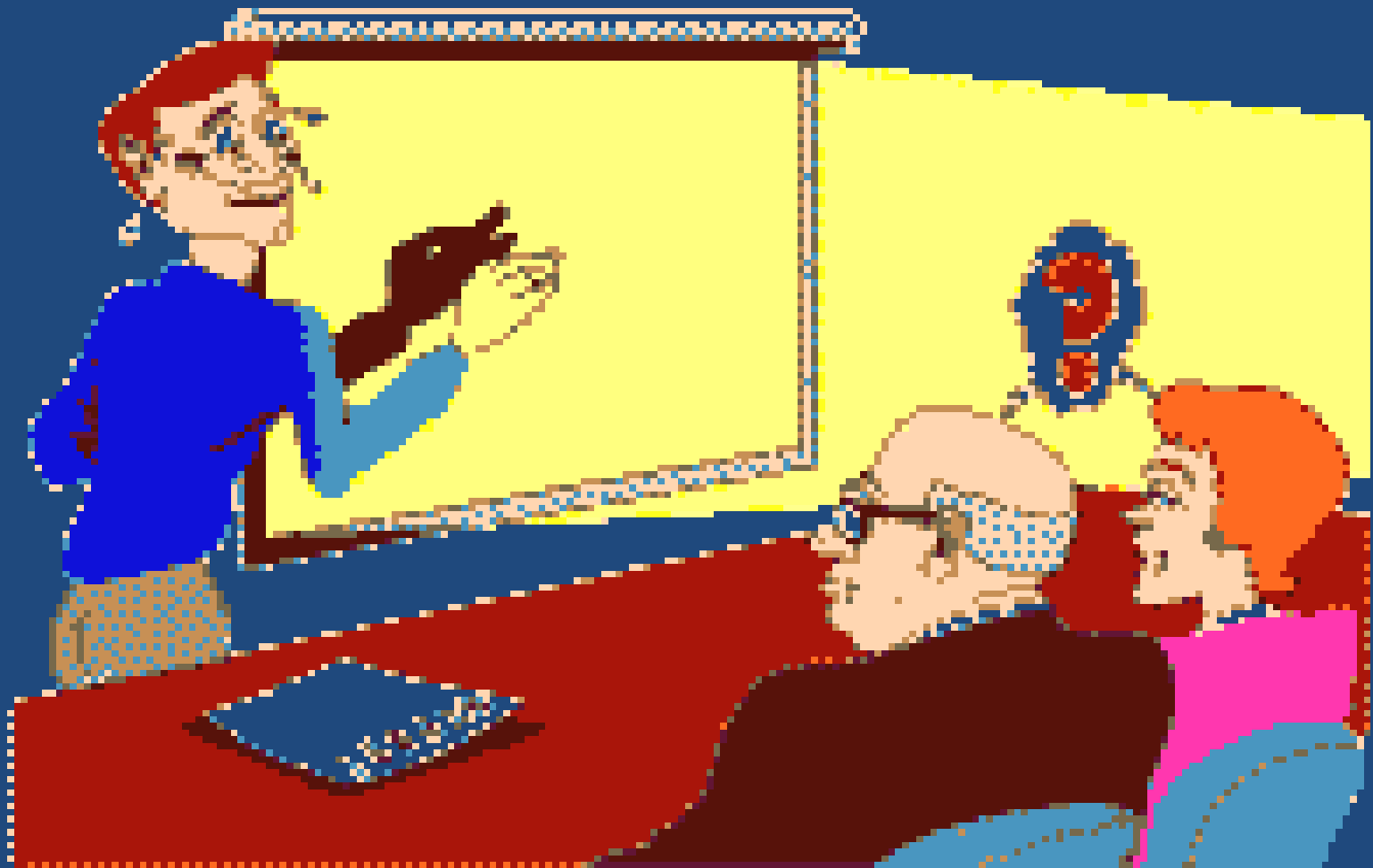
- Summarize the presentation
- Reemphasize the central idea
- Focus on a goal
- Motivate the audience to respond
- Provide closure

Presentation for Engineers

- As engineers, it is vitally important to be able to communicate your thoughts and ideas effectively, using a variety of tools and medium. You will need to develop and use this skill throughout your years in University; when you attend job interviews and especially when you start working in the big wide world.

Role of Body language

- **Body Language:** - Body language (**Kinesics**) is a form of non-verbal communication in which messages are transmitted through the movements of different parts of body



Use Body Language

- Action speak louder than words

A Research into communications showed that an audience is influenced by a speaker in the following percentages:

Spoken Words : 07%

Voice : 38%

Body Language: 55%

Voice techniques

Use of visuals



Body language

Linking

Use of cards

NUANCES OF DELIVERY

- Good delivery is the back bone of a successful presentation.
- In JULIUS CAECAR Antonio won the favor of mob by his art of oratory.
- Power of speech can turn a dull topic into interesting one and poor delivery may spoil the entire presentation.

METHODS OF DELIVERY

- Memorizing the manuscript
- Reading the manuscript
- Speaking from notes
- Impromptu Speaking

PREPARING TO SPEAK

- Prepare more material than necessary
- Rehearse in front of mirror
- Record your voice and listen it
- Think positively
- Have your first sentence memorized
- Conclude your presentation with confidence

Methods of Practice

- Mirror Practice
- Recording the Act
- Demo Session
- Mini- Rehearsal

Handle Nervousness and Stage Fright

- Be Confident
- Deep Breathing
- Mental Preparation : Remind yourself
- I am well prepared
- The audience wants me to succeed
- A mistake will not much matter