

COMMUNICATIVE ENGLISH 1

UNIT 3

ORAL PRESENTATION SKILLS



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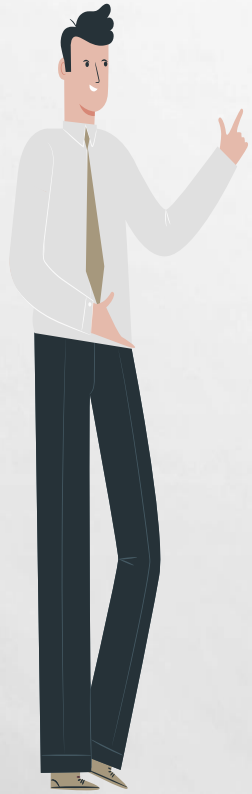
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INTRODUCTION

This book is written in order to help students to improve their oral presentation skills.

Besides that, this book focuses on how to plan, organize as well as to enhance oral presentation skills using visual aids and proper delivery techniques.



3.1 PRESENT A TOPIC OF INTEREST

WHAT DO YOU THINK OF DOING A PRESENTATION?

✓ **NERVOUS?**

✓ **ENJOY?**

✓ **GREAT?**

- **SOME PEOPLE ARE BORN TO BE GOOD SPEAKERS.
IS IT TRUE?**

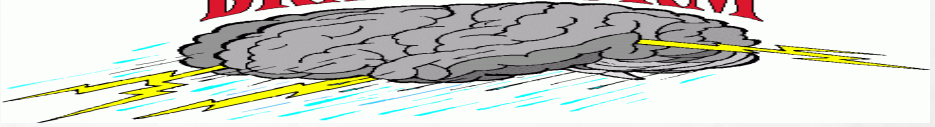


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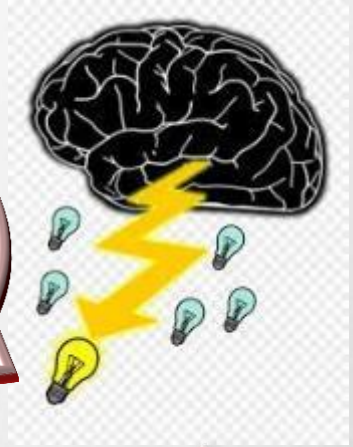
Brainstorm ideas for presentation topics



BRAINSTORM

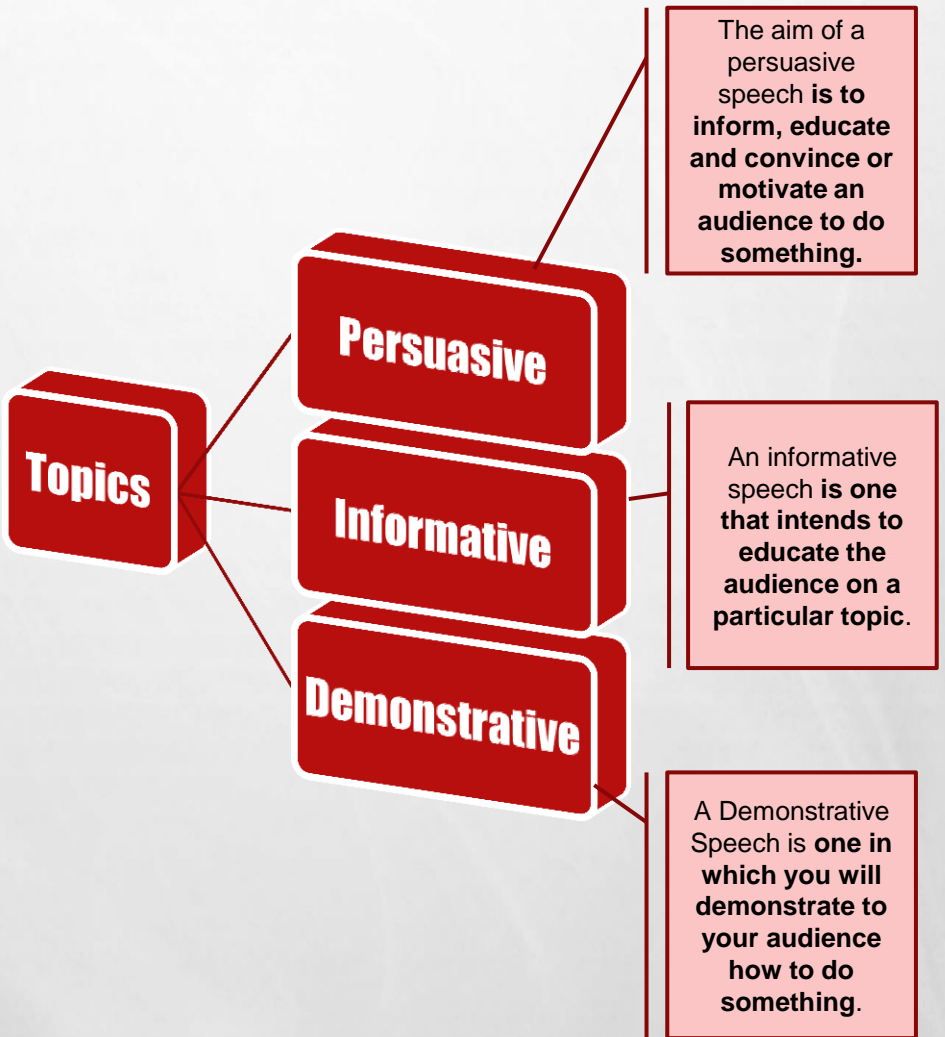


Brainstorming is the first stage of preparing for a presentation and it's a creative process, which makes it a task for the right side of the brain.



There's no such thing as a bad idea

Brainstorming is one method to find the right topic for a speech.



EXAMPLE OF TOPICS

Persuasive

- Should bicycle riders be required by law to always wear helmets?
- Should boys and girls should be taught in separate classrooms?
- What are the best ways to stop bullying?
- Should school cafeterias only offer healthy food options?
- Should recycling be mandatory?

Informative

- Depression
- Impact of food consumption on health.
- Hobbies
- How our brain functions?
- Pollutions
- Baby dumping
- Social problems
- Online games
- Mental health
- Time management

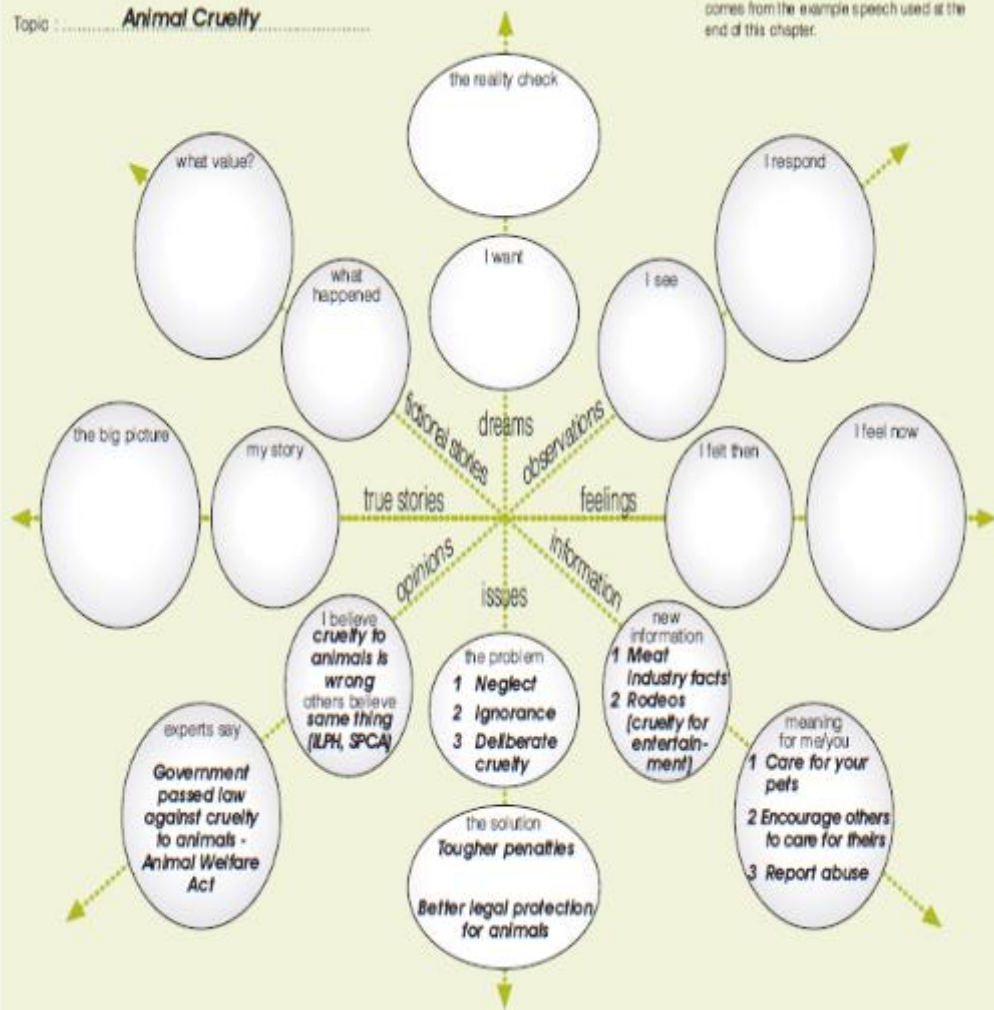
Demonstrative

- How to deliver an award-winning, persuasive speech?
- How to wash a car
- How to grow a vegetable garden?
- The proper running technique.
- How to perform a yoga pose?
- How to write an informative speech?
- How to organize your email account

A MIND MAP EXAMPLE

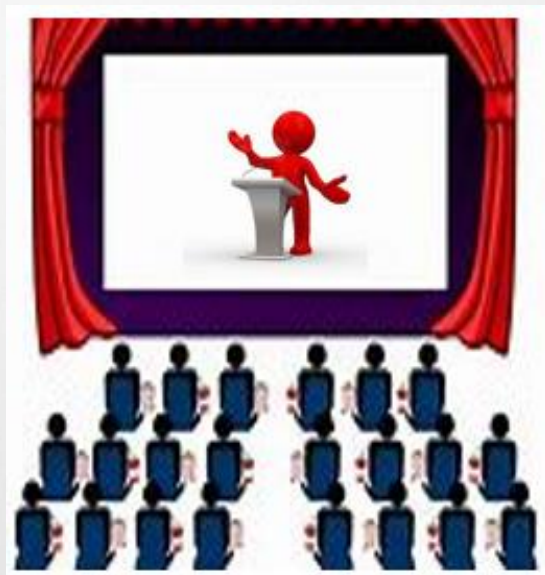
Topic : Animal Cruelty

The information contained in this brainstorm comes from the example speech used at the end of this chapter.



3.1.2

Plan and organize an oral presentation



6 STEPS IN PLANNING A PRESENTATION

1. Select a topic

2. Prepare introduction

3. Prepare the body

Contents

3 main points

Supporting details

Values

4. Prepare visual aids

5. Practice delivering the presentation

Communication skills

Verbal

Non-verbal

6. Prepare conclusion

6. Present and handle questions

Step 1: Select a topic

If you want to make an oral presentation, choosing the best one out of presentation topics can be daunting and confusing. Here are some considerations that you must know:

Purpose

- Deciding your goal determines what you want your audience to bring after your talk, especially for persuasive presentation topics.
- Here is a video on various topics about persuasion: <https://www.youtube.com/watch?v=GwVG1baCqf0>

Audience

- Always consider your audience's demographic profiles and common ground when choosing presentation topics and connect them with their interests, beliefs, social and cultural backgrounds.

Interest

- Determine what presentation topic ideas you are most passionate about, and you know the most. Interesting topics for presentation give a head start upon your research phase, ensuring a well-received discussion for the audience.
- Get useful guides on how to keep your audience interested in this video: <https://www.youtube.com/watch?v=9iRqwmOgLUl>.

Credibility

- To convince your audience about the pieces of information that you will discuss, choosing a credible and meet your expert is another plus.

Conciseness

- From 12 seconds in 2000, humans' average attention span decreased to eight seconds in 2017.
- Thus, being concise is another essential factor in choosing presentation topics, as having a wordy title can confuse or intimidate your potential audience.

Step 2: Prepare an introduction

3.1.3

Use an appropriate introduction



4 FUNCTIONS OF INTRODUCTION

1. Get audience attention

- ❧ Refer to the audience, occasion, something familiar
- ❧ Cite a startling fact or opinion
- ❧ Ask a yes/no, raise-your-hand, or rhetorical question
- ❧ Tell a brief story
- ❧ Use a quote
- ❧ Tell a relevant joke

2. State your thesis or proposition

- ❧ Your thesis is one sentence that tells your audience what the entire speech is about.
- ❧ It is NOT an English paper thesis. Be direct.
- ❧ A proposition is used in a persuasive speech. It states your POSITION on the topic, as well as what you hope to accomplish with the speech.

3. Establish your credibility

- ❧ Why are you an authority on the topic?
- ❧ Why did you choose this topic?
- ❧ State if you have experience with the topic or if you have done research.

4. Preview your main points

- ❧ Directly state or list the 3-5 main points **BRIEFLY** that you plan to make.
- ❧ This should be a clear list.
- ❧ It should correspond exactly with your main points.

EXAMPLE OF AN INTRODUCTION

❧ 1) Attention getter:

How many people in here have a hard time balancing school work, working, family, and personal time?

❧ 2) Thesis:

For many of you in here, time management can be a major struggle, but it doesn't have to be.

❧ 3) Credibility:

I've been effectively using time management strategies for years now, and it has made my life much easier to balance.

❧ 4) Preview:

First, I'll discuss how to manage your school time, then work time, and lastly family and personal time.

3.1.4

**Discuss ideas clearly
through elaboration of
main points and
supporting details**

**Main Idea &
Supporting
Details**



Step 3: Prepare the body

The **body** of the presentation is where you present your ideas. To present your ideas convincingly, you will need to illustrate and support them. Strategies to help you do this include the following:

1

•Present data and facts

2

•Read quotes from experts

3

•Relate personal experiences

4

•Provide vivid descriptions



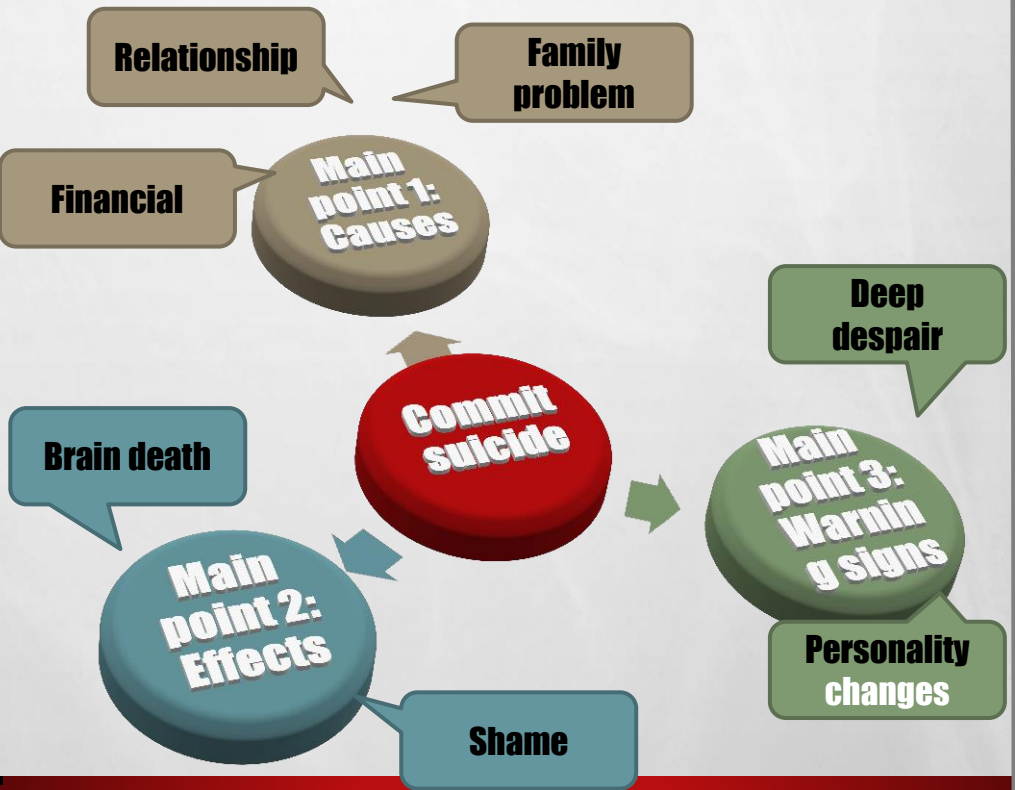
And remember, as you plan the body of your presentation it's important to provide variety.

Listeners may quickly become bored by lots of facts or they may tire of hearing story after story.

SCOPING YOUR TOPIC



NARROW YOUR TOPIC: NARROWING YOUR TOPIC IS LIKE AIMING FOR THE BULL'S-EYE ON AN ARCHERY TARGET.



3.1.5

**Use sign posting /
transitional markers**



SIGNPOSTING – TECHNIQUES TO HELP PEOPLE FOLLOW THE FLOW OF YOUR PRESENTATION

A) TELL THE AUDIENCE WHERE EXACTLY YOU ARE IN THE SPEECH

Signposting	Examples
Beginning presentation	Let me take a minute to introduce myself
Introducing topic and subtopic..	I'm here to talk about.. Let's look at the FIRST point Now, we have come to our SECOND point..
Giving example	For EXAMPLE.. Now, lets take two examples of..
Summarizing points	In conclusion, to sum up..
Referring to tables	This is the table 1 on.. I would like to share the data in Table 1..

BJ TO FOCUS ON KEY IDEAS AND EMPHASIZE CERTAIN POINTS

Signposting	Examples
Listing Information	There are three things that we have to consider..
Emphasizing key points	I'd like to emphasize the facts that What is IMPORTANT here is..

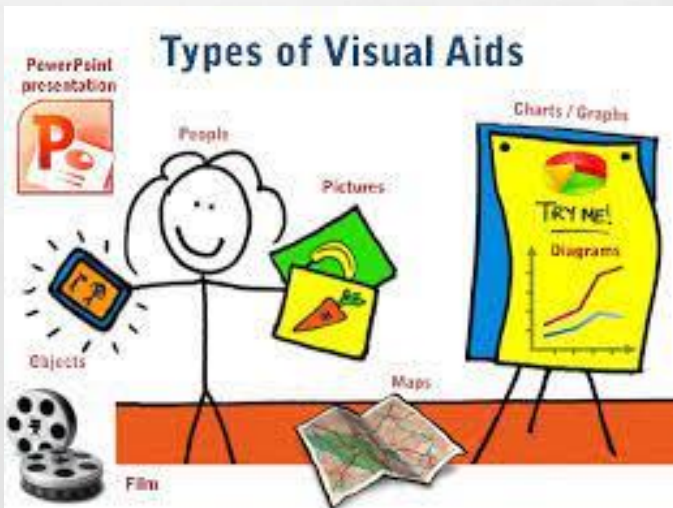


In power point slide, you can use :-

- a) Different slides to show a new subtopic**
- b) The title...**
- c) Transition markers to show that you are moving to next points**

3.1.6

Use appropriate
visual aids to
enhance
presentations



Step 4: Prepare visual aids

- Visual aid is any material related to the speech that makes the presentation livelier and easy to be understood

Examples:-

- Power point slides
- Real Object
- Printed handout
- Black board
- Mahjong paper
- Videos etc

PURPOSES OF USING VISUAL AIDS

- 1) Summarise information.
- 2) Reduce the amount of spoken words, for example, you may show a graph of your results rather than reading them out.
- 3) Clarify and show examples.
- 4) Create more of an impact, for example, if your presentation is on the health risks of smoking, you may show images of the effects of smoking on the body rather than describing this. You must consider what type of impact you want to make beforehand - do you want the audience to be sad, happy, angry etc?
- 5) Emphasise what you're saying.
- 6) Make a point memorable.
- 7) Engage the audience and maintain their interest.
- 8) Make something easier for the audience to understand.

Tips For Preparing Visual Aids:-

1

- Simple/minimize numbers of words

2

- Large fonts and images

3

- Avoid cramming too much points in one slide

4

- Keywords/Phrases for headings, subheadings and bullet points

5

- Clear lines and colour

6

- Balance text, graphics and white space

7

Do not read from your visual aids

8

- Use them, not just display.

9

- Rehearse/practice using visual aids to feel comfortable

SUMMARY OF A SPEECH

- Introduction
1. Definition
 2. Elaboration of opening paragraph
 3. State Three main ideas

- Body
1. Highlight 3 main points in sequence
 2. State three sub points for every main points
 3. Support your point with relevant details (statistic, expert, research) for every sub point.

- Conclusion
1. Restate the topic/objective
 2. Summarize the main points
 3. Comment/lesson learned
-

3.1.7

Practice verbal and non verbal communication skills



Step 5: Practice delivering the presentation

Verbal
Communication

vs.

Non-Verbal
Communication

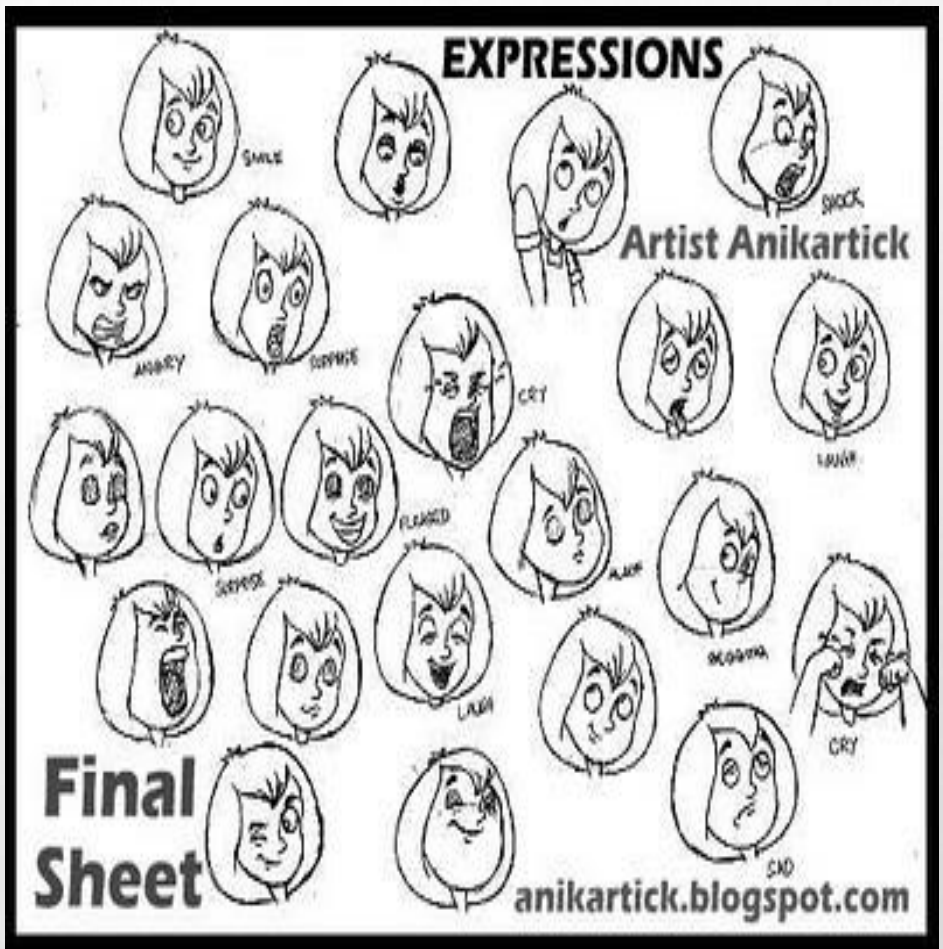
Verbal communication, thoughts or emotions or information is exchanged between individuals through the use of speech.

Non-verbal communication refers to signals transmitted through facial expressions, posture, eye contact, gestures, tone of voice, body language, and other ways.

Parameters of comparison	Verbal	Non verbal
Definition	Verbal communication involves the use of words or speech or auditory language to express emotions or thoughts or exchange information.	Non-verbal communication involves the use of visual or non-verbal cues such as facial expressions, eye or body movements, gestures, and many more without speaking.
Communication Type	Formal as well as Informal	Informal
Impact of the Message	Very impactful as it is documented.	Very comprehensive as it shows the actual emotions of the person.
Communicates	Precise information.	Required and at times more information.
Conveyed Through	Emails, letters, notes, reports, i.e. Anything in written and oral format where words are used.	Through Body posture, gestures, eye contacts, face expressions i.e. any form of expression.
Transparency Status	Clear and Concise.	Complex and sometimes confusing.

NON VERBAL





•**Facial expressions:** happy, sad, and angry help you to convey your message. Be aware of your facial expression when you talk.



Gestures: When you speak, a gesture can make your message stronger. Pointing out something you want your listener to look at more closely is an example of nonverbal communication that makes your message understood. Motioning warmly toward a coworker who deserves special recognition, making a fist to show frustration or anger, such gestures help further engage your audience when you speak.



Tips for Making Eye Contact



When you look,
do it slowly



Don't look down
when you look away



Rather than looking
away, look at another
spot on their face



Break your gaze
to make a gesture
or to nod



Make eye contact
before you start
talking to someone



verywell

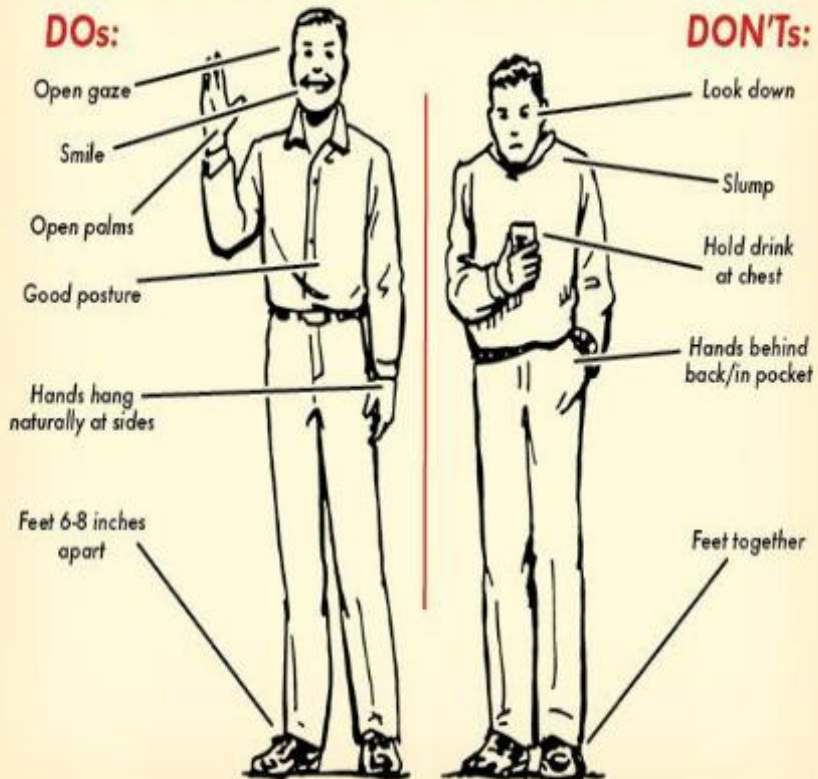
Eye contact: Making and maintaining eye contact with an audience when you're verbally communicating or listening communicates to the other party that you're interested and engaged in the conversation. Good eye contact often conveys the trait of honesty to the other party.



Appearance

Our choice of color, clothing, hairstyles, and other factors affecting appearance are also considered a means of nonverbal communication. Appearance can also alter physiological reactions, judgments, and interpretations.

First Impression Body Language DOs and DON'Ts While Standing



Body language and nonverbal communication make up a large part of what we understand about others, our first impressions, and the messages that we convey to those around us.

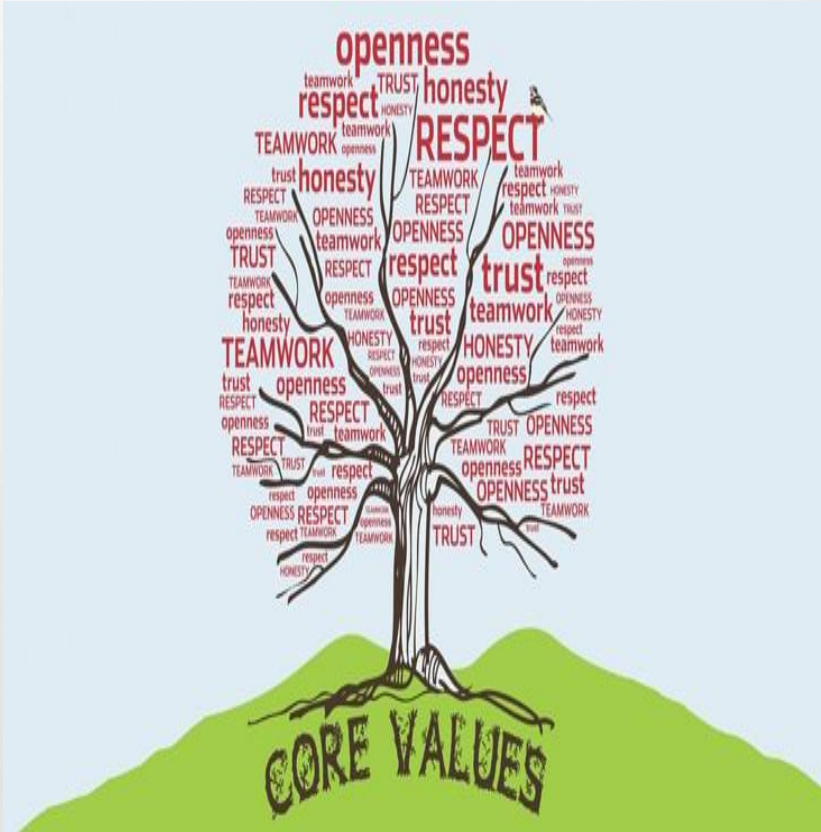
Avoid negative body language such as :-

- Loss of eyes contact
- Looking at notes
- Looking at screen all the times
- Staring into people's eyes
- Back turned to the audience
- Arms folded
- Hands in pockets
- Lean against the table
- Rubbing nose/face



3.1.8

Present identifiable values





Values are **basic and fundamental beliefs that guide or motivate attitudes or actions**. Values in a narrow sense is that which is good, desirable, or worthwhile. For example:

- ✓ A person cannot be a complete believer unless he loves for his brother what he loves for himself.
- ✓ One should not harm himself or others.
- ✓ Respect elders and love youngers.
- ✓ Respect parents and lecturers.
- ✓ Be honest and sincere.
- ✓ Help one another.
- ✓ Sharing is caring and loving.

Islamic Moral Values Muslims Must Follow

"(They are) those who are patient, those who are true, and obedient with sincere devotion in worship to Allah and those who spend (their wealth as Zakat and alms) and those who pray and beg Allah's Pardon in the last hours of night" (3:17)

**Be
Patient**

Be Sincere
& Obident To Allah

Spend In The
Way Of Allah

Invoke
Allah At Night

Repent
Your Sins

Forgive &
Be Kind To People

3.1.9

Use an appropriate conclusion



Conclusion

- ❧ Transition over completely to conclusion
“So as you can see...” or “To conclude...”

- ❧ Then SUMMARIZE THE POINTS AGAIN.
“First I told you about (point 1), then I discussed (point 2) and lastly, I explained (point 3).”

- ❧ In persuasive speaking only, Call to Action is here.
Call to Action is your last chance to motivate your audience to believe/do what you spoke to them about.

- ❧ End with a memorable thought

Tips for an Effective Conclusion

- Do not end abruptly
- Don't ramble
- Don't introduce new points
- DON'T say "That's it" or "I guess that's my speech" or "That's all I've got— thanks."



What
NOT
To Do!!

3.1.10

Present a topic of interest in pairs/ groups



Step 6: Present and handle questions

1) Clarity

- ✓ Speak clearly
- ✓ Face the audience
- ✓ Keep notes and hands away from face/mouth
- ✓ Never talk with your back to your audience

2) Pronunciation

- ✓ Practice to pronounce difficult words
- ✓ Check in dictionary/ask someone before presentation

3) Time limit

- ✓ Do not exceed the time given or use less
- ✓ Practice - timing

DO NOT READ!!!



QUESTION AND ANSWER



- QnA shows audience's interest

Questions Help to :-

- Excellent way to reinforce your message and continue to sell your ideas
- Clarify your audience's mind

If there's no question, ask the audience to participate. Use expression as follow:-

- Thank you. Is there any question?
- So, do you have any question or comment?
- If you have any question, please ask.
- I'll be glad to take any question.
- Would anyone like to ask a question?





How do you handle?

- Inform the audience about the Q&A session
- Expect the question
- Understand the question
- Be concise
- Give conclusion
- Maintain control



ALL THE **BEST**

Never doubt your abilities
for a moment in life...
Wish you good luck and



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