

## Unit 4

### 2.1 Speaking

#### MECHANICS OF PRESENTATION

##### Introduction

- ▶ Preparation and knowledge are the pre-requisites for a successful presentation, with a lot of self-confidence.
- ▶ Good presentation is about entertaining as well as conveying information.
- ▶ Credibility, make positive impact, good opening impression.
- ▶ Use quotes, jokes,
- ▶ Be daring and bold and have fun.
- ▶ Body language , changing tone of your voice

##### Preparation- creating your preparation

- ▶ Think about the audience, facilities available, type of your presentation (lecture style, informative, participative, etc.)
- ▶ Organize the ideas in logical sequence.
- ▶ Create strong introduction and conclusion.
- ▶ Clearly identify your subject and purpose.

### **Essentially the structure of all good presentation is:**

- ▶ Practice it in a rough form.
- ▶ Next give it a 3D form (materials used)
- ▶ Practice to build your confidence
- ▶ Ask for an honest feedback from your friend.
- ▶ Double- check and ensure your comfort ability.
- ▶ Make all the arrangements earlier.

### **Delivering your presentation**

- ▶ Relax, be firm, be confident and be in control.
- ▶ Introduce yourself and tell them about the topics and its importance.
- ▶ Be aware of your body language.
- ▶ If people talk among themselves just stop and look at them.
- ▶ Ask questions to relax
- ▶ If you don't know the answers to a question say no and deal it later.
- ▶ Close positively and firmly, and accept plaudits graciously.

### **CREATING AND GIVING PRESENTATION STEP BY STEP GUIDE**

- Define purpose

- Gather content and presentation of ideas
- Structure the subject matter
- Develop how to present it
- Prepare presentation
- Practice
- Plan, experience, control the environment
- ‘dress rehearsal’ if warranted

## **PRESENTATION TOPICS**

- ▶ The role of history in education
- ▶ My favourite book
- ▶ My favourite movie
- ▶ My favourite singer
- ▶ My favourite actor
- ▶ My role model
- ▶ Space adventure and research- why?
- ▶ My ambitions
- ▶ My inspiration
- ▶ An unforgettable experience

