

## UNIT- I

### PRESENTATION SKILLS AND DEBATE

#### 1.1. Structure of a Presentation

A presentation **conveys information from a speaker to an audience.**

Presentations are typically demonstrations, introduction, lecture, or speech meant to inform, persuade, inspire, motivate, build goodwill, or present a new idea/product.

#### A presentation

- has an introduction, body and conclusion
- may include visual aids
- is usually followed by questions and discussions
- may also have a handout for the audience to take away.

#### Presentation structure

Generally speaking, there is a natural flow that any decent presentation will follow which we will go into shortly. However, you should be aware that all presentation structures will be different in their own unique way and this will be due to a number of factors, including:

- Whether you need to deliver any demonstrations
- How knowledgeable the audience already is on the given subject
- How much interaction you want from the audience
- Any time constraints there are for your talk
- What setting you are in
- Your ability to use any kinds of visual assistance

Before choosing the presentation's structure answer these questions first:

1. What is your presentation's aim?
2. Who are the audience?
3. What are the main points your audience should remember afterwards?

When reading the points below, think critically about what things may cause your presentation structure to be slightly different. You can add in certain elements and add more focus to certain moments if that works better for your speech.



## What is the typical presentation structure?

This is the usual flow of a presentation, which covers all the vital sections and is a good starting point for yours. It allows your audience to easily follow along and sets out a solid structure you can add your content to.

### 1. Greet the audience and introduce yourself

Before you start delivering your talk, introduce yourself to the audience and clarify who you are and your relevant expertise. This does not need to be long or incredibly detailed, but will help build an immediate relationship between you and the audience. It gives you the chance to briefly clarify your expertise and why you are worth listening to. This will help establish your ethos so the audience will trust you more and think you're credible.

**The five steps of presentation – planning, preparation, practice, performance, and passion** – are a guide for a successful presentation.

#### 1.1. Presentation Tools

A presentation software (sometimes called a presentation program) is a **digital tool**. It utilizes sequences of graphics, text, audio, and video to accompany a spoken presentation. These sequences, often called slides, are consolidated in virtual files called “slide decks.”

## 18 Best Presentation Tools for Beautiful Presentations

- Templates and Themes
- Slide Layouts
- Fonts
- Color Themes
- Icons
- Shapes
- Stock Photos
- Charts and Graphs
- Maps
- Tables
- Flowcharts
- Icon Charts
- Radials
- Progress Bars
- Animation
- Transitions
- Interactivity
- Audio and Video

### 1.2. Voice Modulation

Voice modulation or public speaking voice modulation is all about how to control your

voice when speaking. It means tuning the pitch or tone of the voice so that the message

is communicated across clearly and well understood by the audience.

1. Be Loud and Clear. Being loud doesn't mean that you have to shout. ...
2. Practise Variation. You can look up for some steps that you can practise in order to develop the desired voice. ...
3. Stress on Powerful Words. ...
4. Create a Crowd Pleasing Speech. ...
5. Effective Pauses. ...
6. Avoid Ahs and Uhms. ...
7. Sound Enthusiastic and Confident.

Voice modulation link: <https://www.linkedin.com/pulse/tips-clear-voice-modulation-sohini-moitra>

### **Audience Analysis-**

Audience analysis involves identifying the audience and adapting a speech to their interests, level of understanding, attitudes, and beliefs. Taking an audience-centered approach is important because a speaker's effectiveness will be improved if the presentation is created and delivered in an appropriate manner.

### **Body Language: -**

When you are presenting, strong, positive body language becomes an essential tool in helping you build credibility, express your emotions, and connect with your listeners. It also helps your listeners focus more intently on you and what you're saying.

**DON'T be tense – It's important to look and feel relaxed during a presentation.** If you're standing upright but look rigid, it won't make a good impression. No matter how nervous you may feel, a speaker who seems to be afraid of his audience will not win their trust.

<https://tbb.bio.uu.nl/MERIT/pdf/cst1articlebodylanguage3.pdf>

## **UNIT- II**

### **SEMINAR PRESENTATION: -**

A seminar is an informal talk about your findings or research. So a seminar presentation can be defined as a small group of persons in a class or in an organization assembled to have an exchange of views on a particular topic. The participants express their views on the given topic in an informal way. “Seminar” is a meeting for discussion or training. In the academic sphere, a seminar is a class at a university or a college where a small group of students and a teacher discuss a particular topic.

Presentation is the way in which something is offered, shown, or explained. So a

seminar is a very enlightening and effective information sharing process. Holding a seminar is a teaching-learning process.

The link of a good seminar Presentation: <https://youtu.be/Y54265T52ds>

## **UNIT –III**

### **GROUP DISCUSSION:**

Group discussion (GD) is a comprehensive technique to judge the suitability of an individual and his appropriateness for admission, scholarship, job, etc. GD assesses the overall personality – thoughts, feelings and behaviour - of an individual in a group. A topic is presented to the group members for discussion.

#### **3.1. Structure of GD:**

This person is called the Moderator or Coordinator or Facilitator. There is also a panel of judges, who just silently observe and evaluate the candidates. To introduce the topic to the group of candidates. Guide and control the flow of discussion among the group members.

Group discussions (GD) are often conducted as a part of the selection process for various internships, jobs, and college admissions. While all of us engage in discussions in our day-to-day lives, a GD as a part of your selection process is quite different. This article will introduce you to the basics of what a GD is, what the interviewer looks for, and the different formats of a GD. The subsequent articles will cover how to strategically prepare for a GD and tips to crack it.

#### **3.2. Strategies of GD:**

In a group discussion, the candidates are typically seated together in a circle facing one another. They are given a common topic by the evaluator/interviewer and are expected to share their insights and opinions on the given topic in the form of a discussion.

From the point of view of the company/college, a GD is essentially an elimination round rather than a selection round. It is a very effective tool to evaluate the candidates simultaneously beyond just looking at their application or conducting a written test. **Do:**

- Model the behaviour and attitudes you want group members to employ. ...
- Use encouraging body language and tone of voice, as well as words. ...
- Give positive feedback for joining the discussion. ...
- Be aware of people's reactions and feelings, and try to respond appropriately. ...
- Ask open-ended questions. ...
- Control your own biases.

### 3.3. KEY STRATEGIES TO A GROUP DISCUSSION

The MBA selection board's motive is to assess the participants' constructive and argumentative skills when they conduct the Group Discussion. They also test their social fit factor, confidence, communication skills and precision of thought process, etc. Based on this, here are 5 fundamental strategies to recognize that get you to the top of a GD.

#### 1. Prepare

Candidates need to prepare and read thoroughly to remain updated on the trending GD topics, current affairs, latest trends, and information spanning your world. Reading a lot, following the stories of high achievers and the trending reads gives you the stimulus to quote these shining examples as references and present your viewpoints congruously. If during the GD, the selectors get to learn some facts from you, it sits well with them in their minds about you. Make sure that the facts are in conformity with the topic.

#### 2. Sentence Construction

GD requires a lot of spontaneity while speaking during the assessment. The thoughts need to be devised nicely into a strong statement, to draw the attention of the group towards you. If you stammer or make pauses, you will be interrupted by others on an immediate basis. This requires long practice to ace it. Take the help of a mirror to practice and speak on the topics. Make note of tongue slippages and other falter and try to improve on them. Work on translating complex ideas into statements. Record your own videos every day to improve each day and you will be astonished to see the improvements you make in a few days. Revisit your earlier videos to review the improvements. Learn how to speak crisp, confidently, and unhindered. You will certainly walk with confidence when entering your GD room.

### 3. Prime Mover Benefit

Initiating the discussion is beneficial, as the selectors can recall the candidates who started the GD. But, remember to take the lead only when you understand the topic thoroughly. Organize your contemplations and formulate the statements as you would present them. Write down these statements before the GD starts. Be confident and precise. This being the first move, if you have spoken well, it will set a positive note for you in the evaluation and will help you sustain the GD

### 4. Mediator

When the discussion is deviating from the aim and topic, enter the discussion and point out the digression. Make a valid point, if you think so, and open the viewpoints for further discussion. This will set a good example for the demonstration of your professional temperament and maturity.

### 5. Discussion Etiquettes

Present positive body language and hand gestures. Stay sensitive and listen to what others have to say. Speak always in continuation to the earlier point. If you have a new perspective, say, "I would like to raise a point". If you actually listen to someone and support or contradict and make some contribution, it scores you big. If you have an opposing opinion, oppose it but, do it positively and constructively with respect to the audience.

Quality is always crucial, so speak relevant points with confidence, without interrupting anyone. Instead of trying to grab a chance to speak time and again, add value to what you speak.

#### 3.4. Team work in GD:

Teamwork is when you coordinate and collaborate with one or more individuals who share the same goal. Working with other people allows for more diverse thoughts and different perspectives. Each different approach can help contribute to team success and learning.

Listening: An example of successful teamwork is effective active listening skills. Maintaining eye contact when others are talking, having open and friendly body language, and responding appropriately to the questions and comments of others establishes a professional work environment and shows good teamwork.

### 3.5. Body Language in GD:

In a group discussion, Positive body gestures are a sign of confidence and security. They are a sign of active participation and leave a good impression. Positive gestures include Walking upright, Shaking hands confidently etc. Often body language conveys a lot of messages that words may not.

Consider these five body language secrets to better engage others and help them feel both heard and secure.

It's possible for your words and body language to actually contradict one another and send your listener mixed messages.

- Eye contact. ...
- Head nods. ...
- Forget the fiddling. ...
- Hands off your face. ...
- The perfect posture.

<https://www.inc.com/rhett-power/5-body-language-tips-you-need-to-master.html>

