

ORAL SYNTHESIS OF THOUGHTS AND IDEAS

Definition

An oral Presentation is a formal, structural and systematic presentation of a message to audience. Features An oral Presentation is a form of communication. It is participative two way communication process characterized by the formal and structured presentation of a message using visual aids. It is purposeful, interactive and audience oriented. It communicates a message to audience in a way that brings about the desired change in their understanding and opinion. An oral presentation is not only about what you are saying, but also about how you are saying it. A monotonous voice may cause an undesirable hypnotic effect in the audience, whereas an enthusiastic attitude and delivery may be a better approach. It's important to speak loudly so that everyone can hear you clearly.

Forms of Oral Presentation

- Seminars
- Workshop symposium(to discuss particular subject)
 - Student and Team Presentation
- Departmental Presentations
 - Industry conferences
- Press Inference of Product launches
 - Annual general meeting
 - Profile presentation.

Objectives

- ♣ Exploring a new area of information
- ♣ Introducing a new product by a company
- ♣ Conferring with industry people
- ♣ Advertising the products
- ♣ Informing developments of a company

How to make a good Oral Presentation

1. Conquering stage fright.
2. Knowing the audience
3. Content of the presentation
4. Structure of the presentation
5. Delivery of the presentation
6. Remembering 4PS

Methods of Delivery

There are four basic methods (sometimes called styles) of presenting a speech: manuscript, memorized, extemporaneous, and impromptu. Each has a variety of uses in various forms of communication.

Manuscript Style

The word manuscript is the clue to the style. The speech is written and the speaker reads it word for word to the audience. Originally, it was done from the hand-written paper manuscript. Today the manuscript style is common, but the paper is gone. Who reads the speech to the audience? Answer: Newscasters and television personalities. In the old days, the manuscript was hand-lettered on cue cards, which were held next to the camera lens. Then paper scrolls, like printed piano rolls were used, especially in Soap Operas. Today, a special teleprompter (working like a periscope) is attached to the camera so the newscaster is looking at the lens while reading.

Memorized Style

The memorized style of speaking is when the manuscript is committed to memory and recited to the audience verbatim (word for word). In the days

when elocution (is a speech **competition** where students are allotted with a topic to talk about.) was taught, this was a typical approach. A speech was a recitation. The Optimists Club (a national organization) used to have a “Oratory” contest for high school students. Contestants wrote essays on a given theme, to create a speech at a specific time length (e.g.: three minutes). The essay was memorized and the delivery was judged by

1) the quality of the writing,

2) the accuracy with which it was recited; and

3) the precise length of time. Such contests seem archaic by today’s more casual and somewhat less formal standards.

Impromptu Style

Theoretically, an “impromptu” speech is “made up on the spot.” It is unprepared and unrehearsed. Often ceremonial toasts, grace before meals, an acknowledgement, an introduction, offering thanks and so on, fall into this category. While there are some occasions when a speech in those categories is actually prepared (prepare your acceptance for the Academy Award BEFORE you are called!), there are many occasions when there is little or no opportunity to prepare.

Impromptu speeches are generally short and are often given with little or no notice. Notes are rare and the speaker generally looks directly at the audience. It would be presumptuous and arrogant to declare rules for Impromptu Speaking. It is fair to explain that “impromptu” describes a range from absolutely no preparation, to a modest amount of preparation (mostly thought) and rarely incorporates research or the formalities of outlines and citations that more formal speeches would include

Extempore Presentation: Extempore is another public speaking event where the participants are to speak on an unseen topic provided to them. They may be allotted some time for preparation after the topics are declared.

Points to remember before giving extempore presentations are:

- Content knowledge. Know what you are talking about and whom you are talking to. ...
- Body language. Body language portrays the level of confidence in you. ...
- Confidence matters. ...

- Voice modulation. ...
- Time check.