# **Effective Presentation**

# <u>Strategies - II</u> Nuances of Delivery

Attributes – Modes of Presentation – Extemporaneous – Manuscript – Impromptu – Memorization

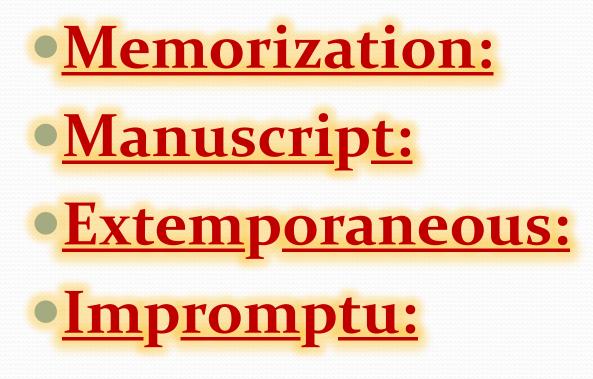
#### **Oral Presentation**

 "Having something to say is not enough, you must also know how to say it."

- Attributes of good delivery lies in good conversation skills:
  - Directness,
  - Spontaneity,
  - Vocal and facial expression,
  - A lively sense of communication

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#### **Modes of Presentation**



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### **Memorization**

- In this mode of delivery the entire speech is written, and memorized then delivered from memory.
- <u>Advantages:</u>
- It's easy for such speaker to maintain an eye contact with the audience throughout the presentation.
- It is possible to finish the speech in the allotted time.

### **Memorization**

• Many professionals strongly express that this mode is not practically effective.

#### • <u>Disadvantages:</u>

- Memorization requires too much of time.
- If the speaker forgets one idea, usually it destroys the whole presentation.
- No flexíbílity or adaptability is possible.
- The speaker cannot face the unexpected sítuation, such as audiences' reaction.

#### <u>Manuscript</u>

 This is used in formal situations such as: speaking in a technical situation, presenting a research paper at a seminar, or speaking on radio or television.

• Most of the high profile politicians, bureaucrats and government officials prefer Manuscript mode for delivering their speeches to avoid any controversy.

# <u>Manuscript</u>

#### •<u>Advantages:</u>

- It's a permanent and accurate record of whatever you have to say.
- There is no chance of tampering with the facts and figures.
- The material is organized systematically, the main points can be developed stepby-step.
- Language gets polished as one can write and re-write until satisfied on all counts.

## <u>Manuscript</u>

- <u>Disadvantages:</u>
- Since one is reading there is less time for making proper eye contact.
- There is not much scope for non-verbal communication.
- Adaptation is almost impossible.
- In the absence of effective reading skill, one may fumble, lose pace and miss punctuation marks.

#### **Extemporaneous**

- In extemporaneous speech everything is pre-thought and preplanned in details.
  The presentation is delivered from a written outline/notes.
  - There is no need to learn every word & line by rote.

 After thorough preparation you're speaking while thinking; audience will find it spontaneous.

### <u>Impromptu</u>

- Impromptu is the shortest speech of all and mostly prepared with a short notice.
- <u>For example:</u>
- Introducing an event or a dignitary.
- Formal welcome address.
- Vote of thanks.
- In imrpomptu speech the spontaneity and command over casual language is used.



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