

Effective Presentation

Strategies - II

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**

Modes of Presentation

- Memorization:
- Manuscript:
- Extemporaneous:
- Impromptu:

Memorization

- In this mode of delivery the entire speech is written, and memorized then delivered from memory.
- Advantages:
- *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.**
- **Disadvantages:**
- *Memorization requires too much of time.*
- *If the speaker forgets one idea, usually it destroys the whole presentation.*
- *No flexibility or adaptability is possible.*
- *The speaker cannot face the unexpected situation, such as audiences' reaction.*

Manuscript

- 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.*

Manuscript

- Advantages:
- 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 step-by-step.
- Language gets polished as one can write and re-write until satisfied on all counts.

Manuscript

- Disadvantages:
- 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.

Impromptu

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

☺ *Thank you* ☺