



Subject Name: Presentation Skills

1st Class, First Semester

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Lecture No.: 4

Lecture Title: Deliver Your Presentation.



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Vocal Delivery: Tone, Pace, Volume, and Clarity

- **Tone:**

- Your tone conveys emotions and attitudes. Use a varied tone to emphasize key points and maintain audience interest. A monotone voice can disengage listeners.

- **Pace**

- Control the speed of your speech. Speaking too quickly can overwhelm the audience, while speaking too slowly may cause them to lose interest. Aim for a moderate pace that allows for comprehension

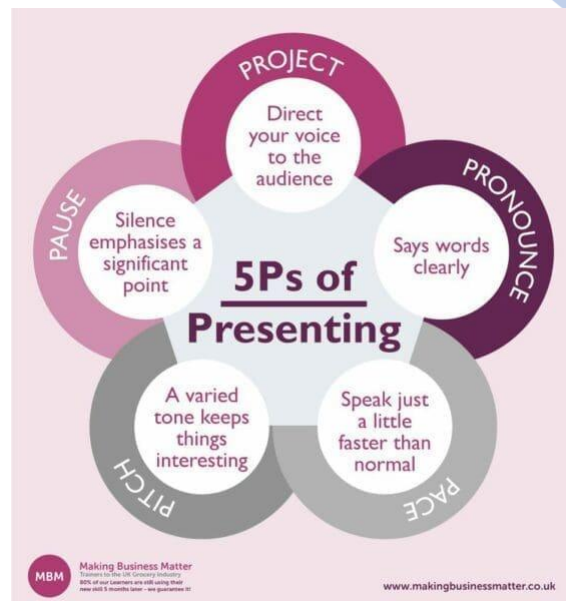
Vocal Delivery: Tone, Pace, Volume, and Clarity

- **Volume:**

- Adjust your volume to ensure everyone can hear you clearly without shouting. Use amplification if necessary in larger venues.

- **Clarity:**

- Articulate your words clearly. Avoid mumbling or using jargon that may confuse the audience. Practice enunciating difficult words or phrases beforehand



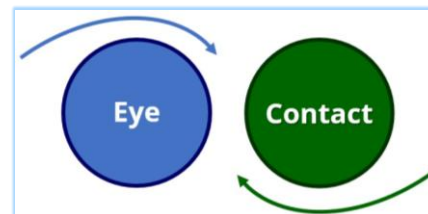
Nonverbal Communication: Eye Contact, Gestures, and Posture

- **Eye Contact:**

- Establishing eye contact helps build a connection with your audience and conveys confidence. It shows that you are engaged and interested in their reactions.

- **Gesture:**

- Use natural gestures to emphasize points and convey enthusiasm. Avoid excessive or distracting movements that can take attention away from your message.



Nonverbal Communication: Eye Contact, Gestures, and Posture

- **Posture:**

- Stand up straight with an open posture to project confidence. Avoid crossing your arms or slouching, as these can signal defensiveness or disinterest.

- **Facial Expressions:**

- Use appropriate facial expressions to match your message. Smiling can create a welcoming atmosphere, while serious expressions may be necessary for more critical topics.

Handling Questions and Answers

- **Encouraging Questions:**






- Invite questions from the audience at designated times during your presentation. This shows that you value their input and fosters engagement.

- **Active Listening:**

- Listen carefully to each question before responding. This demonstrates respect and helps you provide thoughtful answers.

Handling Questions and Answers

The 5 stages of active listening

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5
Receiving  Focus solely on hearing the message while filtering out distractions.	Understanding  Comprehend the speaker's message.	Remembering  Retain key points of the message.	Evaluating  Assess the message's value.	Responding  Provide feedback to validate the message.

Handling Questions and Answers

- **Clarification:**
 - If a question is unclear, don't hesitate to ask for clarification before answering. This ensures you understand what the audience is asking.
- **Stay calm:**
 - If faced with challenging questions, remain calm and composed. If you don't know the answer, it's okay to acknowledge it and offer to follow up later.

Engage Your Audience

- **Interactive Techniques:**

- Incorporate interactive elements such as polls, quizzes, or discussions to involve the audience actively in your presentation.

- **Relatable Content:**

- Use stories or examples that resonate with your audience's experiences. This makes your content more relatable and memorable.

Engage Your Audience

- **Body Language:**

- Use positive body language to convey enthusiasm and openness. Move around the stage or room, if possible, to create a dynamic presence.

- **Feedback Signals:**

- Pay attention to audience feedback through their body language (e.g., nodding, fidgeting). Adjust your delivery based on their engagement levels.



THANK YOU

