

Public Speaking
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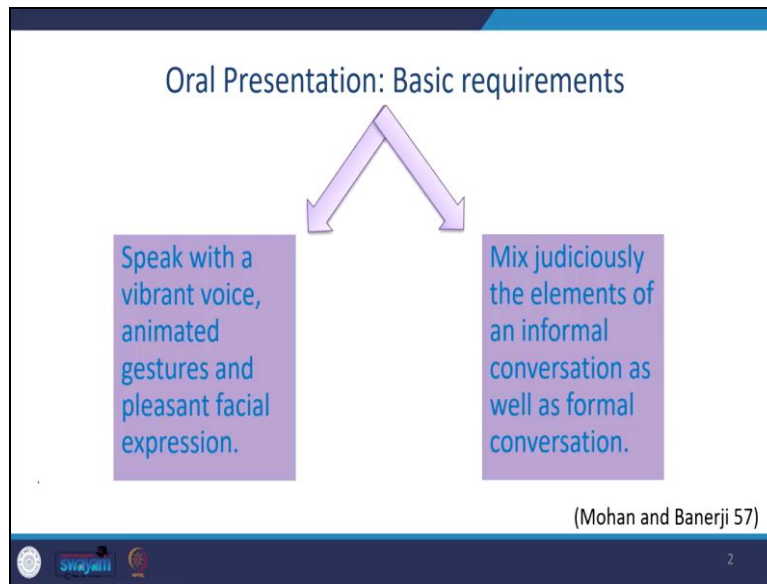
Lecture: 48
Oral Presentation Part II

Welcome back to NPTEL online certification course on Public Speaking. You must all remember well that we are discussing oral presentations and in the first part of the lecture, we talked about the various requirements of oral presentation. We also threw light on knowing the audience and integrating our content with the expectations of the audience and towards the end I had specifically mentioned that when you have already organized your presentation, now is the time that you need to wait for the day of the presentation and the day of the presentation is not only alarming for many of you, but it will become rewarding if you take into consideration the points that we are going to discuss in this lecture. You might all experience some amount of glossophobia that we have already discussed in some of the lectures there might be an anxiety.

But if you have prepared well, where is the room for anxiety. A little bit of anxiety is quite natural but then that will be very helpful. So, we will see in this part of the lecture how we can, having understood the basic requirements of presentation. Now we are going to face the day, face the eye, face the smiles, face the appreciations, face the brick- bat, and also face the admiration, and for all that we must understand some more requirements.

We have discussed in the previous lecture that one needs to understand the aim of the presentation and one is aware of the subject of his presentation. Now is the time to speak it is actually the time when you will be using your voice.

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So, there are two basic requirements first is you must speak with a vibrant voice animated gestures and pleasant facial expressions. The focus here is on not only the content but also taking into consideration your physical appearance, your mental orientation, and your preparedness non-verbally. Because on the day of the presentation the very first thing that your audience members are waiting for and they have many questions in their mind. So, when you as a speaker appear before them how should you look like. I mean, we have already discussed in the lecture on non verbal how to make a pleasant appearance and then mix judiciously the elements of informal conversation. I mean, when you are going to give a speech you actually supply or you actually provide your message with emotions. But here you are going to reason with you are going to argue with but if you can make it a little bit conversational.

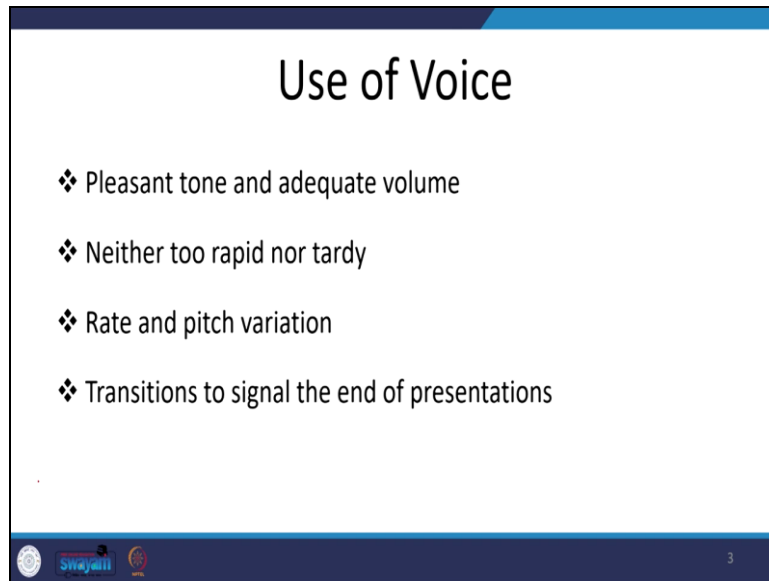
I mean as well as a sort of conversation that can be formal. Now how to make use of our voice. I have already discussed in the lecture on para-language that everyone's voice is different but one can make it distinct by having a pleasant tone and adequate volume. By adequate volume, I mean, that as a speaker you need to speak at a pace that you are not only audible but you are also understandable.

You should neither be too fast nor be too tardy or not be too slow. We have also discussed how many words per minute should one speak. The normal speed can be between 120-140 words per minute but in and between as a speaker, how you make advantage of your intonation abilities and how you can make advantage of the variety that you provide through your rate and pitch.

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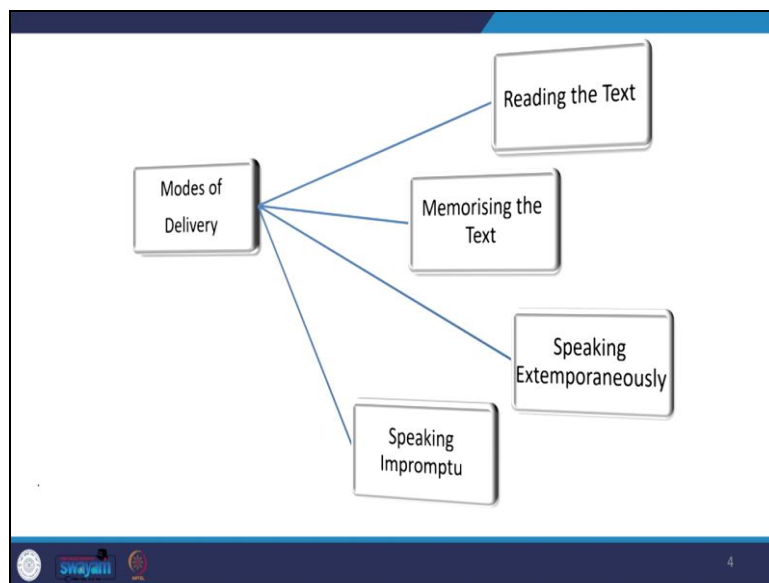
Use of Voice

- ❖ Pleasant tone and adequate volume
- ❖ Neither too rapid nor tardy
- ❖ Rate and pitch variation
- ❖ Transitions to signal the end of presentations

A presentation slide with a blue header and footer. The title 'Use of Voice' is centered at the top. Below it, four bullet points are listed, each preceded by a diamond symbol. The footer contains a logo on the left, the text 'swayam' in the center, and the number '3' on the right.

And how as a careful and experienced speaker, you can provide transitions to signal the end of the presentation. All these are very much required, my dear friends. But then we must also try to understand that when we have the matter or the content ready, what sort of mode of delivery we must follow. There are four methods of delivery discussed by many authors.

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So, the very first is reading from the text or reading the text, then there is another that is memorizing the text, then there is speaking impromptu, and then speaking extemporaneously. We shall discuss how all these modes of delivery are different, distinct and how as a speaker we should behave when we are following one method or the mode of delivery or the other. Now let us first try to understand what happens when we are reading from the text.


You will find that many of the beginners or those inexperienced speakers prefer to read from the text, but remember my dear friends, that reading from the text is very challenging, it has some advantages, it has some disadvantages as well.

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Reading from the Text

- ❑ This mode of delivery is used in extremely formal situations.
- ❑ Stick to the given time limit.
- ❑ Use of appropriate-to-the-occasion phraseology
- ❑ Pauses are to be used effectively and prior rehearsal is essential.

❖ Example: Speeches by President, Prime Minister, etc.



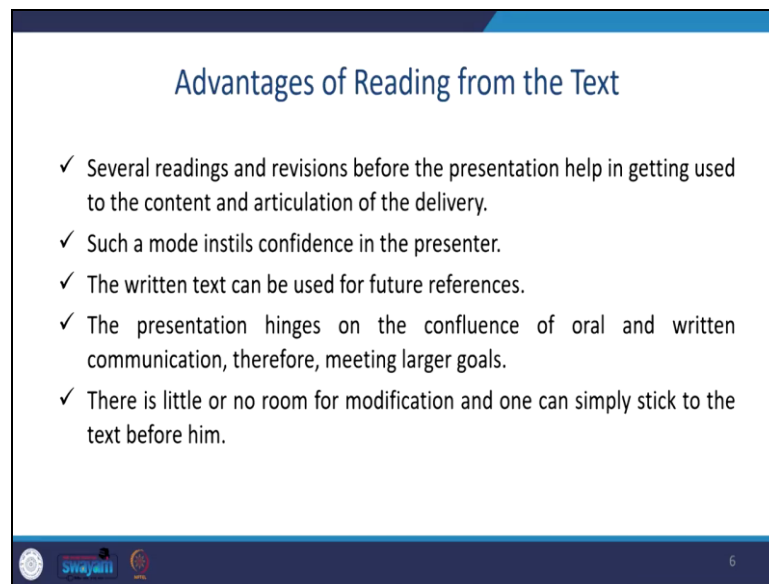
This sort of delivery is used in extremely formal situations. You might have seen the CEO of an organization giving people or giving his employees some concrete information. Naturally, he brings some papers with him and with the help of the papers or in today's world with the help of the PPTs, he will provide some factual pieces of information which he has to read out. Now in such a sort of presentation or mode, one must try to confine himself to the time limit that he or she has been given.

You also might have seen that in many conferences where you are given plenty of time you can read from the text but while you are going to read from the text make use of appropriate phraseology. And while you will find that as a speaker when you read from the text, your eyes are stuck in the text, and the audience members actually start, at times, becoming very uneasy. They actually feel that the speaker does not cast his or her eyes on the audience members.

So, but then nobody understands your difficulty as a speaker who is reading from the text. He is not a practised one where he can also lift his eye from time- to- time to provide a generous look at the audience. But then if he can train himself and practice himself then he can understand how and where he can provide pauses to make his reading or make his content become very comprehensible.

You will also find that especially on formal occasions, when a minister is giving you the information or the president is reading something. So, naturally in such situations because these pieces of information are of crucial nature. Hence, all these people who are at dignified positions they read from the text but since they are seasoned celebrated, they know how and when to make use of pauses how and when to lift their eyes so that the audience members do not feel neglected. There are advantages, as I said, there are disadvantages also.

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Advantages of Reading from the Text

- ✓ Several readings and revisions before the presentation help in getting used to the content and articulation of the delivery.
- ✓ Such a mode instils confidence in the presenter.
- ✓ The written text can be used for future references.
- ✓ The presentation hinges on the confluence of oral and written communication, therefore, meeting larger goals.
- ✓ There is little or no room for modification and one can simply stick to the text before him.

Several readings and revisions before the presentation can help you, I mean practice, I have been saying, my dear friends. So, it can come to you as a successful mode only when you have practiced a lot and you know how the proper content can be articulated in the given time limit. Such a mode, of course, as a speaker actually it lends you a lot of support because you have the material ready with you, you are confident enough.

But remember, whatever you are going to say, you are going to say it very distinctly because this may be referred in future conditions, in the times to come. So, the presentation in such a mode hinges actually on the confluence of both oral and written. So, much labour is to be provided when you are writing your presentation. Because you know better in what amount of time, what can be read, there is actually in such a mode of presentation there is no room for modification.

And unless and until you are a seasoned one, how can you modify because you are not experienced. So, especially for inexperienced people, such a sort of mode of delivery is not


favourable, my dear friend. Now we have talked about the advantages of reading from the text but the disadvantage is that you are not trained enough to read everything in the given time and you also may, at times, lose track of the audience because majority of the times your eyes will be stuck in the content.

Now another mode of delivery is memorizing. You might all go back to your school and college days when you were to give a speech or a talk or a presentation, fine. What you did? You memorized your speech verbatim. But what could happen? Memorizing is good because when you memorize, your teacher tells you where to give pause, where to give silence, where to stop, where to provide better--- all these you know, no doubt.




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Memorizing the Text

- In this mode of delivery as well, the entire speech is written.
- It is prepared beforehand, so there is more room for confidence.
- Memorizing and delivery can be, however, an uphill battle.
- There are more disadvantages to this mode of delivery.



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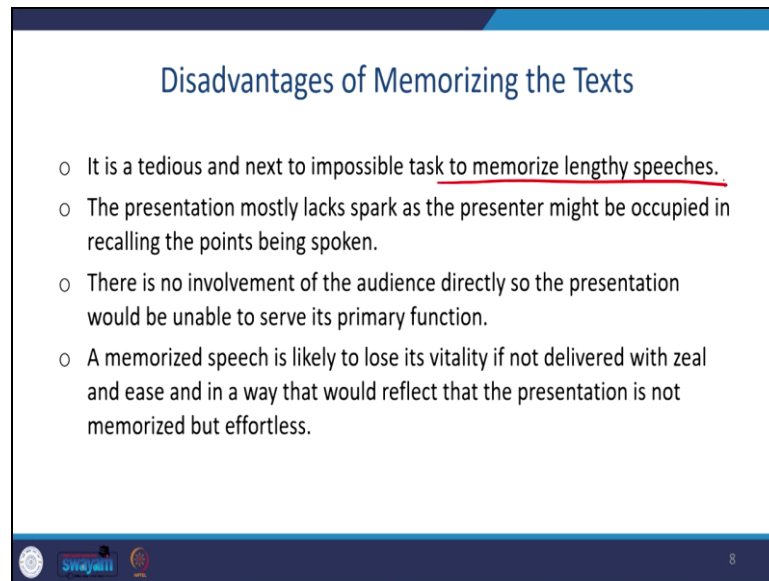
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So, the entire speech is written, entire talk is written in such a mode and it is also prepared beforehand. So, there is more room for the confidence because the speakers often make a lot of rehearsals, fine. Memorizing what you have memorized and when you are going to deliver deliveries and uphill task, my dear friend. Because what you memorized can sometimes betray you, you can forget also, is not it?

And what will happen when you forget? When you forget you actually become a sorry figure is not it? So, there are more disadvantages in memorizing a text, maybe because of some of the mental conditions and because of the strangeness of the ambience where the strangers are looking at you, you may actually forget at times. So, this may be very difficult, not everything can be memorized.

Even if you have memorized the content, can you really memorized where to put the pause where to put silence where to indicate and how to indicate. And in memorizing there is another problem that if you have been provided with 15 minutes because of your memory and since you also could not commingle the rate and the pitch. So, maybe your material gets lost or you run short of time, either you run sort of time or you run behind time. So, there is a disadvantage.

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Disadvantages of Memorizing the Texts

- It is a tedious and next to impossible task to memorize lengthy speeches.
- The presentation mostly lacks spark as the presenter might be occupied in recalling the points being spoken.
- There is no involvement of the audience directly so the presentation would be unable to serve its primary function.
- A memorized speech is likely to lose its vitality if not delivered with zeal and ease and in a way that would reflect that the presentation is not memorized but effortless.

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It is actually very tedious and as I said very much near a sort of impossibility of memorizing especially lengthy talks or presentations. The presentation lacks in the spark of the presenter because the presenter, when he forgets he actually tries to recall everything and it becomes very difficult. Audience members are not very much involved in it, they look at you and it appears as if the presentation appears to be in a very smooth flow. The presentation would be unable to serve the primary function of involving the crowd.

So, there is every chance that this memorized presentation will lose its vitality because you cannot have a sort of control over everything and even though you have memorized. If you forget, what will happen you actually all your efforts will become futile. It will become useless. Now comes another mode of delivery that is speaking extemporaneously. I mean most of us nowadays speak extemporaneously. This extemporaneous presentation is ex tempus.

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Speaking Extemporaneously

- ❖ This mode of delivery is considered as the most effective mode.
- ❖ During the preparation of such presentation, one has to decide the quantity of matter to be used, followed by logical structuring.
- ❖ An outline has to be prepared on note cards for every point intended to be discussed.
- ❖ It provides a semantic structure to the entire presentation.
- ❖ It should not be mixed with other modes of delivery (some presenters write the script for the entire presentation and then make note cards but it is not advisable).

I mean, there is no limitation of time, of course, this mode of delivery is considered better than all other modes. During the preparation of such a speech, a person or a speaker has to decide the quantity of matter to be used, whether it has been logically structured, fine. It is always better if the speaker can create or formulate an outline and make use of note cards, because you know, you are given a slot and you have made a lot of preparation for that.

I mean, such a presentation provides a semantic structure to the entire presentation. This cannot be mixed with other modes of delivery, whereas some presenters write the script for the entire presentation and then actually make note cards but it is not advisable unless and until you have practised it in the most efficient manner but even though if we compare this mode of delivery or presentation with other modes, it has got an advantage, my dear friend.

Because you have the note cards but again there is a caution that when you are making notes write the points in such a manner that it is legible, you can read it because sometimes the speaker is also not able to read what he has written or she has written.

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Note Cards should include:

- Keywords, phrases
- Points to be emphasized and elaborated
- Audio-visual aids, quotes, story, and fact to be carefully carved

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So, in the note cards you can only provide the keywords, phrases and these points are to be elaborated upon, fine. And then you must also situate audio visuals when and where sometimes or the other, you can also bring quotes, fine, stories but not everything can be written. You can here, see on the right hand side how the note cards have been prepared. Now with the arrival of this power point presentation, these note-cards actually have been little have got their importance belittled. But still many people also prefer bringing note cards for their presentations.

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Advantages of Speaking Extemporaneously

- ❖ The presentation arrests the attention of the audience as the ideas are direct, agile and freshly placed.
- ❖ There is room for spontaneous ideas (desirable digressions as discussed in previous weeks).
- ❖ Ideas can be put across without linguistic constraints (one idea can be explored with multiple examples).
- ❖ This mode of delivery accommodates all the non-verbal communication tools.
- ❖ With the help of charts and graphs, a lot can be conveyed without any hassle and limitation of text on a page or in one's mind.

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What are the advantages of speaking extemporaneously? The presentation arrests the attention of the audience as the ideas are direct, agile and freshly placed. You can find that in such a presentation, spontaneity is there, fine. But then still there are desirable digressions we

have already discussed digressions. So, you can because the control is with you, you can digress sometimes to bring the audience members to the main point of your discussion.

Ideas can be put across without linguistic constraints. It is better that as a speaker you can explore multiple examples I mean exemplifying when you say something and you feel that it appears, because they will be providing you with a non verbal cues as a feedback if something is very technical. So, you have every right to bring the examples. This mode of delivery accommodates all the non- verbal communication tools.

And since there is a room for bringing audio visuals, fine? It actually helps the speaker a lot and it should also be seen that if you bring charts and graphs, it will actually help you without any hassle, and without any limitation of the text. Now because you bring audio visuals, you can also minimize your time or make maximum use of time. Now, we come to the last one even though I consider this mode of delivery as the most challenging but also the most rewarding this is speaking impromptu.

Now in such a sort of presentation, you do not get too much time for preparation and it is impromptu on the spur of the moment there is no preparation one can be called at any point of time you also might have come across such a situation that suddenly your name is announced and you are caught unawares but such a situation may arise at times, my dear friend. So, do not be apprehensive, you have already a lot of experience.

And everyone is in the same situation everyone is on the same boat if called for giving an impromptu presentation.

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Speaking Impromptu

- As the name suggests, in this mode of delivery there is no prior preparation, one is just called randomly to deliver a talk or make a presentation.
- One should not panic on such occasions but be confident.
- To begin with, one can summarize the previous speeches or happenings during the ongoing event and then in due course can settle themselves in front of the mic and continue from there onwards.
- Being agile and convincing is the key to excel in this mode of delivery.



One can refer to, here your memory will help you a lot you can think of you will get some time and when you speak on the spur of the moment whatever you speak that is actually very much rewarding. So, one can summarize the previous speeches or happenings during the ongoing event and you know intelligent people often have seen that when other speakers speak they take some cues from them and then they situate their own presentation and settle themselves in front of the microphone and continue from there.

Intelligent people often tell-- As my previous speaker had said I think it is time that we also explored further. I mean, these are some tactics through which you are trying to review what you know about or on this topic and then your facial expressions, your agility and your convincing approach will be the key to excel in this mode of delivery. My dear friends, one thing that all of us must be careful about is time. We have already discussed in non-verbals that time talks and space speaks.

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Time Management

- Time is an essential instrument of communication.
- One has to be very particular while managing time before during and after any presentation.
- While preparing content, allot time to every subtopic and have some buffer time as well.
- Use the given time well.



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So, time is an essential ingredient of communication and as a speaker even on the day of the presentation you have to be very particular about the time how you can manage time both before during and after your presentation. And, this one can always anticipate and prepare while one is organizing one's presentation one must while one divides one presentation one must allow every topic into sub topic and say to it that you do not bring a deluge of information.

You must confine yourself to the topic and you must also respond and respect the time that has been given. Nowadays, there is a new trend where people are asked to give group presentations. Suppose, you are going to give a presentation on a proposal on any project where two or three people are working. So, such a sort of presentation is called group presentation or joint presentation.




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Joint Presentation

- Co-ordination is the key during these presentations.
- The subtopics should be divided distinctly in order to avoid any commotion. However, both the presenters should be aware of each other's contents so they could have each other's back.
- Nobody should intend to outshine the other, only the presentation should outshine.



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In such a sort of presentation all the members---- two or three whatsoever, they actually have a sort of co-ordination with each other. They must ensure beforehand what Mr X is going to say and what Mr Y will continue with. So, both the presenters, I mean, if there are two or three all the presenters must be aware of each other's contents. So, they could have each other's back, sometimes it is seen that when one is asked to give an annual budget presentation or annual report presentation or on any other topic.

But even if you are confident of what you are going to say, but you must also be confident of what other person has said, because sometimes when the question hour session will come, it will become very difficult if you have not been in the know of things, in the knowledge of things. Nobody in such a presentation should try to outshine others, what actually matters is because this is a collective approach and this should be collectively done and collectively triumphant all of you should become. I mean it is actually a team work, my dear friends.

Now comes the time when your presentation comes to the end, but you know you will you are not going to work on the end because after the end what will happen? Questions will come the volume of questions are the audience members who have listened to you, your presentation your subject expertise they are to have some questions.

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Handling Questions

- ❑ Questions have the capacity to create confusion, chaos, and explore the central as well as the marginal ideas of the presentation.
- ❑ All the questions need to be addressed by the presenter.
- ❑ Questions can be of two kinds:
 - Direct Questions
 - Indirect Questions



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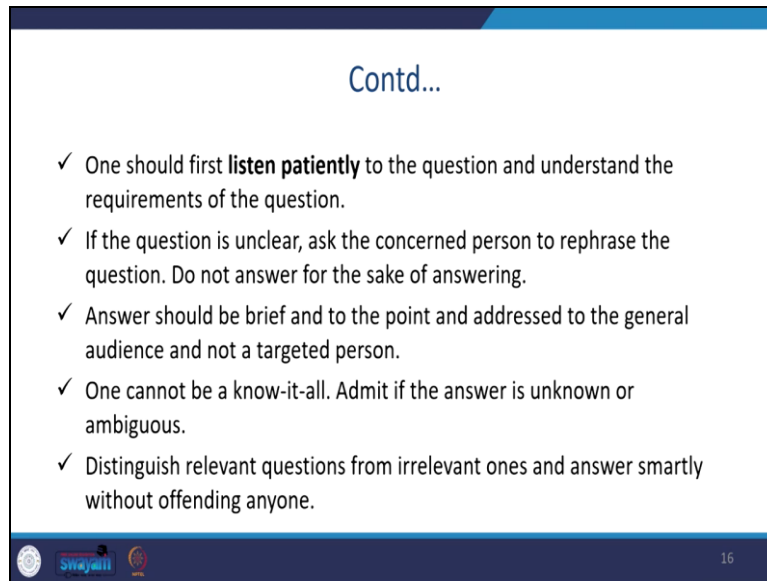
And these questions at times create a sort of chaos, confusion and as a speaker but you need not be very much worried about because you are the person who has given this presentation and you know better than others. So, questions actually explore the central as well as the marginal ideas of the presentation and you will sometimes find that there are quite a good number of questions.

So, as a seasoned presenter what you can do----- either you can ask everyone to have their questions and you can answer when your turn comes or you can take everyone's question separately. But see to it that nobody's questions are ignored questions can be direct questions can be indirect but as a speaker you know about the subject. So, whether it is direct or indirect it is directed at you. So, and it is directed at the subject.

So, you are in a better position to understand and to respond to such a question. You can find that they are given the liberty to ask questions and appreciate their questions when they ask questions. Even if you do not know the answers to some questions admit it, but that you can always say that nowadays there is a lot of research going on in this area and I appreciate your genuine interest in this topic.

But so far as my knowledge is concerned, Mr X has done an exemplary paper on this, if time permits you can go through that paper to have further details. I mean as a speaker you must know the trick even when you want to evade some questions, my dear friends. Because speaking is an art as I have been saying throughout. When questions are put do not be in a hurry to answer, listen to the question patiently.

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- ✓ One should first **listen patiently** to the question and understand the requirements of the question.
- ✓ If the question is unclear, ask the concerned person to rephrase the question. Do not answer for the sake of answering.
- ✓ Answer should be brief and to the point and addressed to the general audience and not a targeted person.
- ✓ One cannot be a know-it-all. Admit if the answer is unknown or ambiguous.
- ✓ Distinguish relevant questions from irrelevant ones and answer smartly without offending anyone.

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At times it may so happen that the question is unclear but no problem. Questions are always questions, questions are interrogations, interrogations are, at times, intimidating but then what to a person who has himself bathed in the knowledge about that area. So, as a speaker you have the power because your knowledge is your power, my dear friend and it will help you the answer that you provide to them should be brief, should be to the point, should be objective and it should actually be addressed to the general audience and not a targeted person.

I mean sometimes, somebody will ask a very specific question and would like to get the answer but when you are answering you are very accommodating. My dear friends, no one can be Mr. Perfect or know it all. No one can answer all the questions of the world and those people who are in the audience group know that asking questions is easier than responding to it.

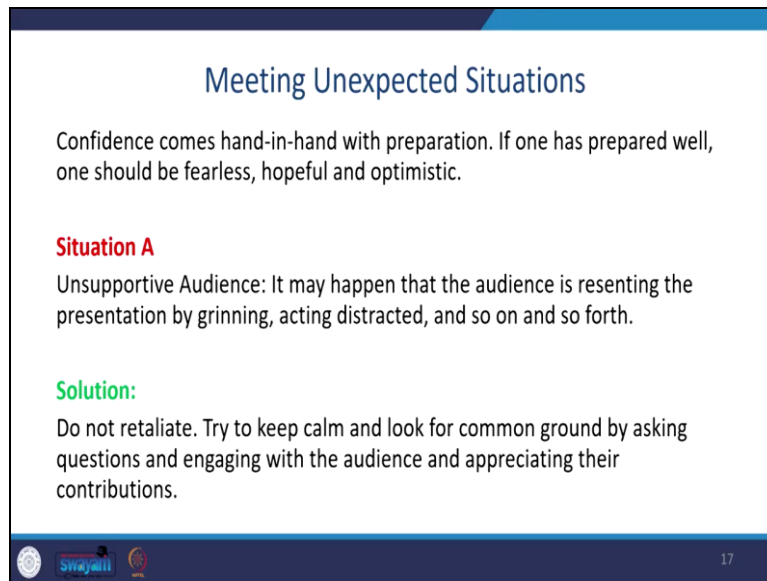
So, in case you are not aware or you do not know the answer to a question which has been just asked to bamboozle you, to frustrate you, I mean you must admit that I have not come across such a sort of solution about this problem. But I think if you go to this book or this paper or this reference I think you will be in a better position to understand it. As a speaker, you must be able to distinguish relevant questions from irrelevant ones.

Because, at times, irrelevant questions may also come in your way and as a speaker you must very smartly, very subtly very cleverly answer the questions without offending even the ones

who simply wants to test your knowledge, my dear friend. Let us not offend anyone, let us appreciate the questions. But remember, sometimes there can be very embarrassing situations after you have delivered your presentation.

Sometimes because not everyone can be confident every now and then and especially with the; new people because they lack in confidence.

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Meeting Unexpected Situations

Confidence comes hand-in-hand with preparation. If one has prepared well, one should be fearless, hopeful and optimistic.

Situation A

Unsupportive Audience: It may happen that the audience is resenting the presentation by grinning, acting distracted, and so on and so forth.

Solution:

Do not retaliate. Try to keep calm and look for common ground by asking questions and engaging with the audience and appreciating their contributions.

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They should remember the fact that confidence can come to them with thorough preparation, if you have prepared well you should never be frightened you should rather be optimistic hopeful. Now let us think of a situation where you come across a type of audience or audience members who are unsupportive. So, the audience is resenting the presentation by giving some very different sort of feedback.

Either by showing fine their grin, their distraction and so forth. As a seasoned speaker, you must ignore such sort of situations. There is no need to retaliate or respond to them in the same pie, it is better to keep calm and maintain common ground by asking questions and engaging the audience and appreciating their contributions. We also have another situation where many speakers sometimes.




Because we are all human beings and sometimes we may forget, no? Especially you will find are that those who are not trained or that much experienced they forget sometimes the beginning of the presentation.

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Situation B
Forgetting the beginning of the presentation: It may happen to anyone in a different and unfamiliar space.

Solution:
Putting oneself at ease is extremely essential in such situations. Try to begin otherwise- ask and interact with the audience until you calm your nerves and begin from wherever you remember about your topic. Just keep in mind the time that was dedicated to that segment of the presentation. Do not digress completely.



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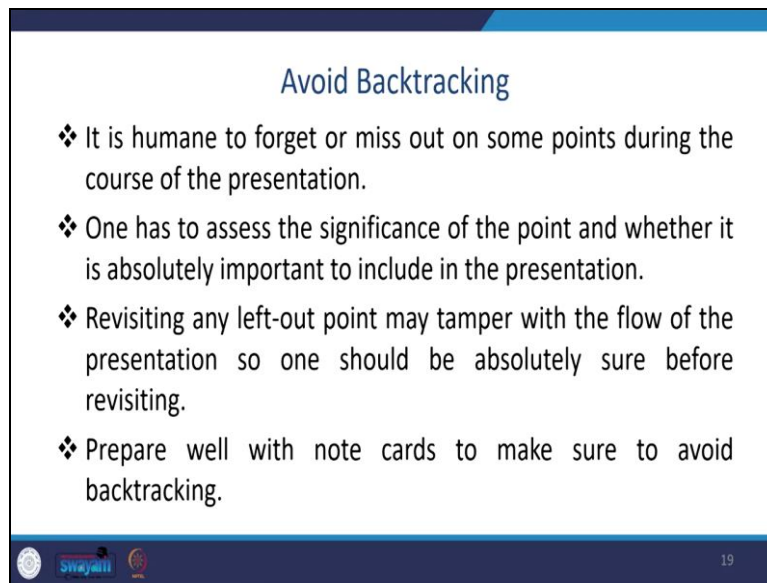
They have taken cues from me that they will start with a quote, anecdote, question, experience. But the very first line of the presentation they have forgotten, this may happen to anyone, my dear friend. In among a strange group of people in an unfamiliar space. Now in such a situation if you can maintain your calm and if you can begin, otherwise, ask and interact with the audience until you calm your nerves and begin from wherever you remember.

My dear friends! It actually requires a trick and art. Keep in mind the time that was dedicated to the presentation and you will find it actually takes a little to remember, fine. Sometimes, we may also say most of you, if you suppose you forgot the very first sentence and you are speaking on a topic which is very complex, you relate something to that and ask most of you might have come across atomic power reactors.

Many of you also might have experienced it with your own eyes and your own experience. I mean, by the time you say all this, the very first sentence that you had forgotten will come back to you alive, afresh. And make you or assist you in such a manner that the forgetfulness of yours is gone. Do not digress completely, fine, if you are prepared well there is no question of deviation or digression.

There is one more caution. Avoid back tracking what is this backtracking, I mean, as I said earlier that as human beings we are bound to forget many points during the course of the presentation. Now what to do as I said not only review not only digress a little bit by creating a rapport with the crowd.

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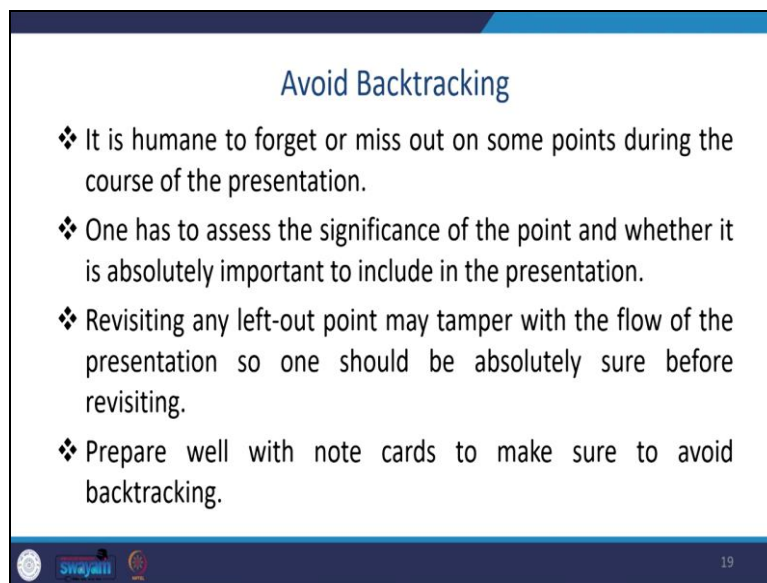
Avoid Backtracking

- ❖ It is humane to forget or miss out on some points during the course of the presentation.
- ❖ One has to assess the significance of the point and whether it is absolutely important to include in the presentation.
- ❖ Revisiting any left-out point may tamper with the flow of the presentation so one should be absolutely sure before revisiting.
- ❖ Prepare well with note cards to make sure to avoid backtracking.

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But then one must assess the significance of the point and whether it is absolutely important to include in the presentation because as I said the control lies with you my different you are speaking. So, you are to cut certain points you are to skip certain points and come to those ones which perhaps may enthruse a new fire in the eyes of the audience members.

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Avoid Backtracking

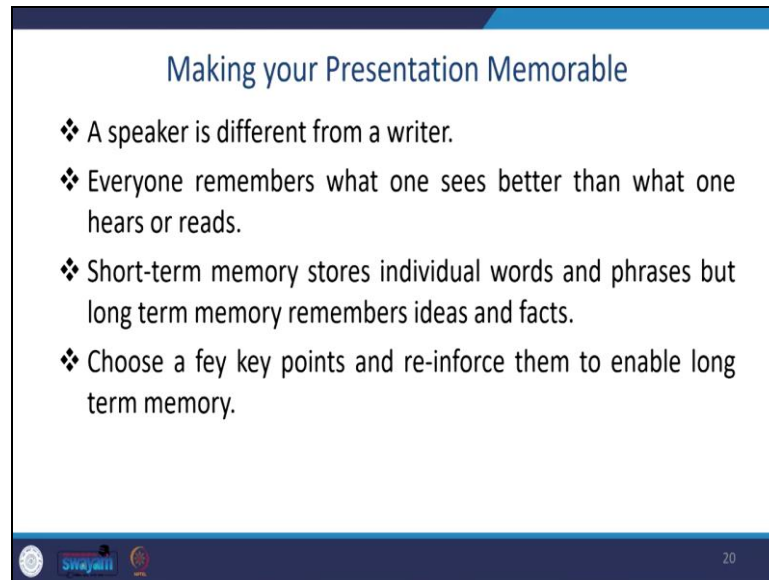
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If you try to backtrack or revisit any point that you have already left it may also appear at times becoming very irrelevant. It may actually mar the flow of the presentation. So, one should actually be absolutely sure before revisiting or backtracking. If one brings note cards as I have said one actually will be prepared enough to avoid backtracking this will actually help. Now my dear friends, as I said, it is not only a question of preparation but it is also a question of performance on the day of your presentation.

And all of us when we are going to give a presentation we actually want that our presentation should become memorable. My dear friends, psychologists say that there are two types of memory---- one is short term memory one is long term memory.

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Making your Presentation Memorable

- ❖ A speaker is different from a writer.
- ❖ Everyone remembers what one sees better than what one hears or reads.
- ❖ Short-term memory stores individual words and phrases but long term memory remembers ideas and facts.
- ❖ Choose a few key points and re-inforce them to enable long term memory.

Swajati 20

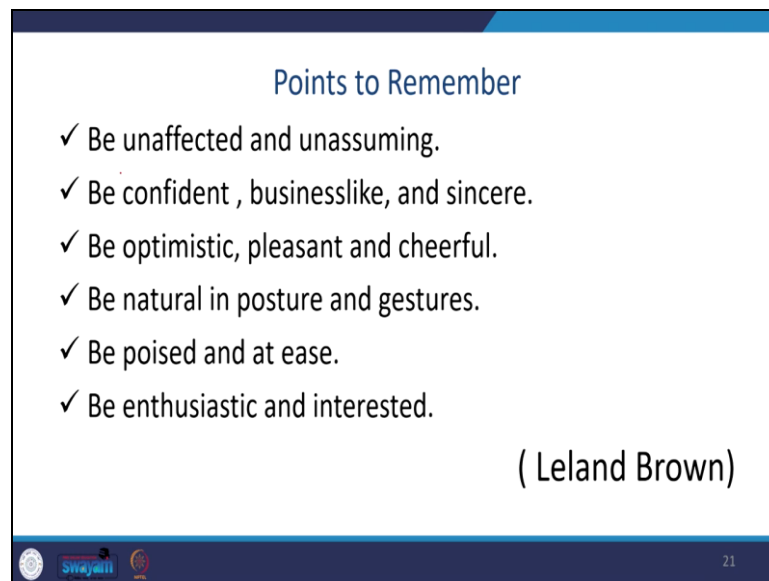
Remember well that a speaker is different from a writer. A writer actually has the full freedom and he has written everything but a speaker also has to see the situation, the context, the audience, the time the weather fine. So, all these he has to as a speaker he has to keep into consideration but then because you have the facility of bringing audio visuals. So, remember well that in case sometimes it so happens that a complicated topic or a complicated point is not comprehensible to them. It is better you go to that point where you had shown the graph for the charter whatsoever because remember everyone actually remembers what one sees better than what one hears or reads. Something that you hear, maybe, you do not remember it for a long time. So, but then we want that our presentation should be memorable you will find that what psychologists say about short-term memory is that one can simply remember individual words and phrases but that also for a short period, whereas in long term memory they say people actually remember the gist of a talk the gist of a presentation the semantic worth of a presentation of ideas. So, long term memory remembers ideas and facts. What you heard in a lecture last week or last month you cannot exactly remember all the words but you can always remember what was said what was the essence of that lecture or that presentation.

So, as a speaker it is better for you to choose a few key points and repeat and reinforce them to enable long term memory. I think in this regard, as I said earlier, that one has to stick to the

magic rule of seven because if in the magic rule of seven you have only seven more important points. So, naturally many of your audience members will remember that. My dear friends, it's very difficult to make all our presentations memorable.

The way some celebrated speakers have made it but then they also did a lot of preparations for that and you know how can we make our presentation effective in this regard let us actually concentrate upon some of the points made by Leland Brown who says----

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Points to Remember

- ✓ Be unaffected and unassuming.
- ✓ Be confident, businesslike, and sincere.
- ✓ Be optimistic, pleasant and cheerful.
- ✓ Be natural in posture and gestures.
- ✓ Be poised and at ease.
- ✓ Be enthusiastic and interested.

(Leland Brown)

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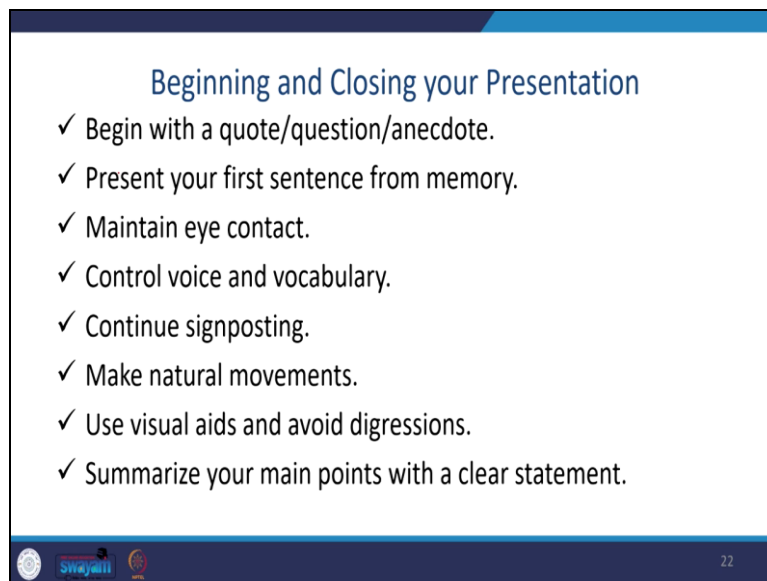
As a speaker be unaffected and unassuming. There is no need to assume a lot, fine. Be unaffected, be confident that you already by this time might have become business like meaning thereby, will keep ourselves to the time and let us be sincere be optimistic pleasant and cheerful I mean every presenter wins in the first instance when he is creating a rapport or when he is making his appearance.

One must always work on the non-verbals. We have discussed a lot about non-verbal cues and as a presenter also you must remind yourself of your posture and gesture. Be natural, be at ease be enthusiastic and interested in this regard, let me also tell you that sometimes or the other even if it is a very complicated matter and since you have the ability to mix the familiar with the unfamiliar.

And there is also room that you can smile at times. You can pause at times, you can provide breadth at times to the audience and show your sincerity the way you make through your eye contact and the way you gain the feedback from your audience members. My dear friends,

public speaking as I have been saying, can provide you innumerable situations to talk and speak and as a careful and serious speaker that you are trying to become every day. I think much lies in the way a speaker begins and also the way a person ends his presentation how is that possible. Let us also try to see that having understood the methods of delivery, having understood how we tell our presentation and having understood the integrity of the audience members and their relativity and their relevance to the subject matter that we are going to discuss.

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Beginning and Closing your Presentation

- ✓ Begin with a quote/question/anecdote.
- ✓ Present your first sentence from memory.
- ✓ Maintain eye contact.
- ✓ Control voice and vocabulary.
- ✓ Continue signposting.
- ✓ Make natural movements.
- ✓ Use visual aids and avoid digressions.
- ✓ Summarize your main points with a clear statement.

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It is also very much crucial to understand how to begin as I have already been saying that when you begin there should be a jerker effect. Surprise----- try to sock the audience, fine, by starting with a quote, no? Even you know my dear friends, there goes a very beautiful saying heard melodies are sweet and those unheard are sweeter. It is actually a quote if you can bring it in one of the presentations where you are going to talk about unheard melodies where you are going to talk about a subject which is not very much familiar.

Naturally you are going to surprise the audience and you will find all the eyes will be upon you. You can start with a question, you can start with an anecdote, fine and then when you start speaking let the first sentence be spoken with your memory. If it is a quote, remember the entire quote, you also need to maintain eye- contact throughout, because this eye contact will provide you a control over your audience members.

Also because you are a person who is an expert in a particular area, you must apply your care and caution in terms of the use of words and in terms of the vocabulary. You must be

culturally sensitive also, as I have been saying from time to time, it is always better to continue sign posting. What do I mean by sign posting? The audience members cannot tolerate you for a long time and that is why if you can provide some markers indicators.

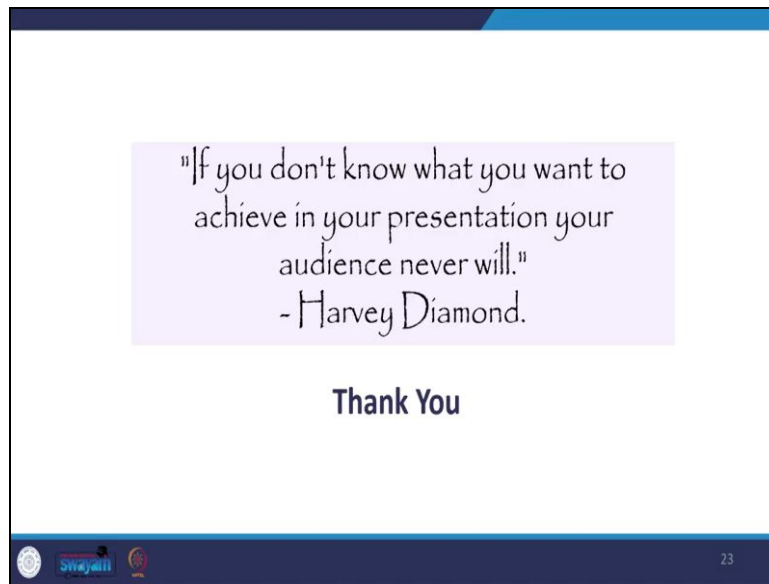
Having discussed this the time has come to satisfy your curiosity about heavy atomic reactors and towards the end now these are what these are sign posting you are also telling them transitions and that actually provides them a relief you can find a new light in their eyes. If you can move come out of the podium or the space but the movement has to be very natural you will also use visual aids to which will dedicate one lecture.

And it is better to avoid digressions whispers,, smiles grinning, no sometimes many people are whispering with each other and when you are going to end. My dear friends, the end is as important as the beginning their lies end in the beginning and beginning and the end. The meaning is that when you are going to summarize; summarize your main points with a clear statement.

If you provide a clear statement, then you will find that the audience members have something to take away something memorable which can actually help them cherish and can say this was a presentation worth hearing. My dear friends, I must admit the fact that like others also, every speaker will have tough times in the beginning but then if one really wants to make oneself an effective presenter, and one can do a lot of preparation I mean pre-presentation preparation, preparation during the presentation and after the presentation and also maintaining one's calm during the question hour session I think one actually is going to emerge as a successful speaker. I think these two lectures will prepare you and instil in you a new confidence, a new courage and you will perhaps be bubbling and be eager enough to wait for the time for your presentation.

But before your presentation comes, let me provide you a quote by Harvey Diamond, one of the best selling American author,

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who says, "If you do not know what you want to achieve in your presentation your audience never will." The meaning is that as a presenter you must know what actually you want to achieve through this presentation and that perhaps will help you bring a sort of effect that your audience will carry something as memorable, something as worth remembering. Now the time has come to end this talk.

And I wish you all a good day ahead, but at the same time I wish you to be eager for a presentation that you are to give, to face in the days to come, because by that time you will become a very careful, a seasoned and an effective speaker. With this, I end this talk. Thank you very much. I wish you all a good day.