

Third Lecture

Technical Presentations – Preparing & Delivering Presentation

Text book : technical communication and its applications. J.N. Borwok. Ch24

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Preparing your presentation:

determine your purpose, understand your audience, know your subject, plan your presentation, develop visuals, prepare the delivery.

Delivering presentation:

Delivering an impactful technical presentation includes more than conveying information—it involves overcoming anxiety, utilizing body language and voice effectively, engaging the audience, and adeptly addressing questions.

1. **Overcoming anxiety:** reassure yourself- you have something of value to offer, visualize yourself making the presentation, concentrate on speaking slowly, stand erect and breathe deeply, use hand and arm gestures while you are speaking.
2. **Body language:** stand styled do not shift side to side, occasionally move one or two steps , move toward the audience one or two steps only, hand and arm gestures, wear suitable clothes.
3. **Voice:** speak slowly, vary tone- volume -rate of speed, project confidence, use appropriate volume, refer to notes only occasionally, display enthusiasm.
4. **Audience interaction:** engage the audience with your presentation and encourage discussion to keep their attention.
5. **Answering the questions:** do not put away visuals and materials, encourage questions, listen carefully to each question, repeat each question, admit lack of knowledge, answer to the entire audience.

Activity:

Homework (3) (time period : one week)

Re-present your previous work with discussions.

Onsite work:

- **Showing a small video.**
- **Listening to the groups presentations with giving degrees.**