

## PRESENTATION SKILLS MADE EASY

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### ABSTRACT

Transferable skills are the most talked about in recent times. These are skills that you can take with you into your future. Among these set of skills, public speaking skills is even more valuable because the ability to speak well, persuade or influence an audience is a major asset that one can cherish all throughout his or her life. Enhancing your ability to speak in front of an audience is one of the greatest benefits that one can achieve through time. The word “enhancing” is used because it is very likely that one would have prior experiences of giving a talk at any point in life. Practise will help to gain expertise which is essential for your future endeavours. Given appropriate practise one could speak effectively in a range of situations and also in front of audiences of varying backgrounds.

**KEYWORDS:** Transferable Skills, Public Speaking

### INTRODUCTION

Most often people are worried about speaking in public or in front of an audience because of nervousness and a feeling of vulnerability at the very first sight of a huge crowd of people waiting to listen to you. It is a very natural reaction though, and there is absolutely no need to worry about. As a matter of fact, excellent speakers also become nervous at the prospect of speaking. But this itself can be a great advantage once you have made a presentation. You will gain enormous confidence which would encourage you to make an even better presentation the next time. Your newfound confidence will also influence your other areas of work too. Lecturers have commented that most often, students after their completion of their presentation for the first time become more interactive in class, readily take up challenges, become more organised and work efficiently.

Following this gain of confidence, one must sketch a Personal Development Plan (PDP). One must do this because, the plan will give you an opportunity to think about yourself, your learning abilities and so on. This will also help you to assess your subject knowledge and career management strategies. And among the latter, you will come to think about the various transferable skills that you have garnered and how confident are you in putting them to practise. These simple measures can help you improve your public speaking skills not just as part of your coursework or in your leisure time, whether you decide to become a representative of a company or just put across a point in a social meeting.

When we indulge in talking to people, whether formally or in a day to day conversation, we use at least three different techniques: we vary our voices, modulate our tone and reveal body language, a silent but an efficient way of sending a message.

Human voices have qualities that may be attractive to a few and not very appealing or unattractive to some. A low voice is usually easier to listen to than a high-pitched voice. A harsh voice can sound very aggressive even when its owner feels at ease. A very soft voice may be soothing at first but later on the listeners might get irritated if they have to concentrate too hard in order to catch the words. Such qualities of voice are in born and are not very easy to change. But

we are generally aware that people tend to speak loudly when they are annoyed and irritated, rapidly when they are agitated and slowly with a slight stammer when they do not know how to convey an idea.

Tone of our voice is also a powerful way of expressing views. And therefore modulation of one's tone is also very essential when addressing an audience. For example "thank you" can sound grateful, appreciative of someone who has undergone troubles on your behalf or sarcastic if you are not really feeling grateful. These different meanings and emotions could be conveyed through proper modulation of tone.

The above two seem to be slightly easier to control than the third important aspect, body language. This largely depends upon our cultural framework in which we grew up and also upon the situation and our emotional status at the time of our speech. Body language has been deemed the status of 'important' and 'dangerous' because it can give away responses that we rather wish to keep hidden. It could also contradict the words and facts that we are speaking.

In addition to all this, the principal medium of communication, words are also of importance in speaking. Choosing the right words is also a complex procedure as it purely depends upon the meaning we want to convey to the person or people at the receiving end. Out of the ocean of English words we have to choose the most accurate words that reflect our meaning, which by itself is not an easy task. For example the words cheerfulness, merriment, pleasure, joy, happiness all seem to have similar meanings but there are very subtle differences: merriment may last only for a moment or two but joy is a much deeper and lasting emotion. Hence your choice of words will determine how well you could influence an audience.

Your choice of words is also conditioned both by the person who is going to hear them and also the situation in which you find yourself. If you are talking to a friend, you can be informal and need not worry to a great extent about the choice of words as you know that the recipient will understand the meaning of your message even if you did not express yourself clearly. But, if you are speaking to a prospective employer, then you ought to be formal in your nature of speech and very careful about your choice of words. If you are addressing a gathering and your friend happens to be amidst them, then the situation overrides and your approach should be formal in spite of the presence of your friend.

Most poor presenting is the result of bad habits such as not making eye contact with the audience or muttering to oneself instead of speaking clearly. They may not even realise that they are doing these things. One has to assess their quality of speech with the help of their friend in order to be aware of the mistakes they commit when delivering a speech. Develop the ability to speak CLEARLY, CONCISELY and CONVINCINGLY. If you can do this, not only will you be making most of your academic and social life, but you will also have developed both confidence and a very useful transferable skill to take along with you into your future.

## CONCLUSIONS

Transferable skills are the most talked about in recent times. These are skills that you can take with you into your future. Among these set of skills, public speaking skills is even more valuable because the ability to speak well, persuade or influence an audience is a major asset that one can cherish all throughout his or her life. Enhancing your ability to speak in front of an audience is one of the greatest benefits that one can achieve through time. The word "enhancing" is used because it is very likely that one would have prior experiences of giving a talk at any point in life. Practise will help to gain expertise which is essential for your future endeavours. Given appropriate practise one could speak effectively in a range of

situations and also in front of audiences of varying backgrounds

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