

13.1 Causes of Stage Fear

There may be many causes of stage fear. Out of many below are listed some very common causes of stage fright.

1. Lack of confidence
2. Being unprepared
3. Performance anxiety
4. Feeling of speechlessness
5. Forgetting the lines

14. Body Language

Non-verbal Communication: While defining the non-verbal communication, **Raymond V.** and **John D.** write, "By non-verbal communication, we mean all communication that involves neither written nor spoken words but occurs without the use of words". In practice, we find that verbal communication is inclusive of non-verbal communication also. In interviews and oral presentations, the **kinesics** or body movements, a subarea of verbal communication, also plays vital role. (For details consult chapter 12).

15. Time Dimension

The most important thing at a work place is the management of time. During the theme presentation, if the speaker takes a lot of time, then his speech becomes boring and tedious³⁵. Soon the listeners lose interest. As a speaker, a person should try to sum up his presentation within the allowed time duration. He should know about the limit of time allowed beforehand and then rehearse well so that he will be able to conclude within the time allowed. He should plan well and try to avoid delivering superfluous material. While making the presentation, the presenter should keep in mind that it is he who will break the ice, make himself acceptable to his audience. He, by keeping himself within the limits to time allowed, can achieve his goal.



Questions and Answers

Q.1. What is meant by theme presentation ?

Ans. Theme presentation or presentation of the report of a project or proposal orally is a powerful medium of communicating ideas. It provides a podium³⁶ or platform to the speaker to present his point of view before a different type of audience.

Q.2. Name the types of presentation.

Ans. There are basically two types of oral theme presentation:

1. **Individual Presentation** which involves the participation of a single person / organization on a particular theme.
2. **Group Presentation** which involves the participation of a group.

Some other forms of presentation are

1. Interpersonal communication where two or more people exchange information with each other.
2. Classroom presentation.
3. Public speaking i.e. a speech to a live audience.

35. Tiresome; **36.** Stage, stand.

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Q.3. What
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Q.5. What are the essentials of theme presentation?
Ans. While the presenter is required to hold a positive attitude, a positive thought process, he is required not to overlook certain other essentials. Asha Kaul refers to three such essentials of presentation:

1. Verbal content
2. Voice modulation, articulation and Body sport or body language.
3. Along with adequate material, the presenter is required to pay due attention to the right pronunciation. He should do a lot of practice of speaking words with proper stress and the pitch should also be according to the comment and context. A proper attention to the postures, gestures and head and eye contacts should also be paid.

Q.4. Mention in brief the purpose of presentation.
Ans. Presentation of a theme may have manifold purposes such as to instruct, to persuade, to influence, to popularize an idea or a product and to entertain.

Q.5. What steps are to be taken for successful presentation ?
Ans. Asha Kaul prescribes seven steps which are to be taken for a successful presentation :

1. Decide the objectives or the main points which a presenter wants to achieve.
2. Decide whether the manner of presentation will be formal or informal.
3. Decide the mode of presentation in order to rouse the interest of the audience.
4. Next, arduous efforts should be made for preparing the script.
5. Proper preparation is to be made for visual aids, hand-outs and feedback forms.
6. For an impressive delivery, proper rehearsal should be made.

At last the presentation should be made in clear language, following closely the six-tier process of presentation which includes ice-breaking, introducing the idea, discussing new idea, reaching to the main area of discussion, reaching to establish the importance or significance of idea and at last coming to summarization or conclusion.

Q.6. Give in brief some tips for presentation.
Ans. Below are mentioned some tips for oral presentation:

1. At the outset, the interest of the audience should be roused.
2. Introduce the topic of the speech.
3. Analyse the audience.
4. Organize the body of the speech into parts such as introduction, body, end etc.

Selection of a Presentation Method: The speaker has to choose one of the following methods such as:

- (i) Extemporaneous presentation or memorizing speech
- (ii) Reading speech
- (iii) Reading from notes
- (iv) Impromptu speaking

- 6. Modulation of voice
- 7. **Speed of Speech:** Speed of the speaker should not be too fast or too slow.
- 8. Personal appearance, inclusive of postures and facial expressions, should not be awkward.

Q.12

Ans.

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Q.7. Discuss the significance of non-verbal communication.

Ans. Defining the non-verbal communication **Raymond V.** and **John D.** write, "By non-verbal communication we mean all communication that involves neither written nor spoken words but occurs without the use of words." In non-verbal communication, **kinesics** or body movements play a vital role. In the words of **Michael Argyle**, "Non-verbal signals are used to communicate information about external events." The outward bodily movements reflect the inner reactions. The expressions on face, movement of body and the physical appearance express our emotions even without words.

Q.8. What is the need of audience analysis?

Ans. The 'audience' specifically means the receiver of the message. Before a speaker begins his talk, he should have some knowledge of the audience beforehand i.e., their age, sex, interest, background, education and nature. His selection of vocabulary, tone, style etc. will be decided according to the type of audience. Some main categories of audience are—Experts, Technicians, Executives, Nonspecialists. Another important thing for successful presentation is to know about the size of the audience, their level of understanding and also their cultural background.

Q.9. How can the 'locale' conduce to proper understanding of message?

Ans. The 'locale' or the physical environment also contributes to the proper understanding of message. The speaker should know about:

- 1. Place of presentation.
- 2. Whether a podium or table is available.
- 3. The availability of public address system.
- 4. Seating arrangement, room temperature and lighting.
- 5. Visual-aids available.

Q.10. Name the major steps in presentation process.

Ans. Bovee et al suggests three steps within which the entire process of oral presentation can be summed up:

- 1. Planning
- 2. Writing
- 3. Completing

Q.11. What things a speaker should take into consideration before he starts organizing the content?

- Ans.** A few things which a speaker should take into consideration before he starts organizing the content are:
 - 1. Nature of message
 - 2. Audience analysis
 - 3. Scope of presentation
 - 4. Choice of approach
 - 5. Choice of visual Aids
 - 6. Choice of appropriate Style

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Q.12. Name the main parts of an oral presentation.

Ans. Main parts of an oral presentation are:

1. Introduction
2. Body

Close

Introduction: The purpose of this part is to capture the attention of the audience. To arouse audience's interest, to establish speaker's credibility and to give a preview of the content, introduction to presentation is designed.

Body: Next to presentation is the discussion part, forming the bulk of oral presentation. The main body of the presentation can be organized on any of the following orders (or a combination of them):

- (i) Inductive order
- (ii) Deductive order
- (iii) Question to answer order
- (iv) Chronological order
- (v) Cause and effect
- (vi) Spatial

Close: The close of a presentation is as important as the introduction or the main body. Bovee et al suggests a few points:

- (i) 10 percent of total time may be devoted to closing.
- (ii) The use of expressions such as 'In conclusion', 'At the end' and 'To sum it all up' will suggest that the end of presentation is approaching.
- (iii) Restate main points.
- (iv) Review the consensus.
- (v) Final words should be memorable.
- (vi) New ideas should not be introduced at this stage.

Q.13. What is the need of preparing an outline of an oral presentation?

Ans. An outline can be used as final 'script'. It helps the speaker to remain audience oriented and also keep the presentation within allotted time. Below are mentioned a few points which may be included in a carefully prepared outline:

1. Give heading in complete sentences or phrases.
2. Note down sub-headings also.
3. Include notes that indicate where visuals will be used.
4. Transitional phrases can be used.
5. Include notes that indicate use of body language, a change in tone and pauses here and there.

Q.14. What is the role of the audio-visual aids in an oral presentation?

Ans. Audio-visual aids can make our presentation more effective. If the presentation is made with the help of the audio-visual aids, the audience feel stimulated and they take more interest in the presentation. The selection of the type of visual aid for presentation is very important. It is for the speaker to decide whether he will communicate through a pie chart, a bar chart, area chart, a flow chart or any other diagram.

Q.15. Describe in brief the presentation techniques or methods of delivery.
Ans. Good planning and decent manner of presentation are necessary for a successful delivery. It won't be an exaggeration if we say that it is not so important as what to say as it's how to say. There are a variety of delivery methods. Some such methods are :

1. Memorizing the manuscript (Extemporaneous)
2. Reading the manuscript
3. Speaking from notes
4. Impromptu speaking

Q.16. What is body language? How do the physical movements of the body help in communication?

Ans. Verbal and non-verbal are two important modes of communication. Whenever we communicate through non-verbal means of communication, kinesics i.e., the body movements or body language plays a vital role. For self-control, the speaker should pay attention to some of the following things :

1. Maintain eye-contact
2. Expressions of face and eyes
3. Gestures
4. Posture
5. Appearance etc.

Q.17. How can nuances of voice dynamics help the speaker to make his oral presentation impressive?

Ans. In order to control the audience, the speaker has to adopt certain strategies. Primary among them is the use of language. The speaker should speak a language which is close to the participants. Clarity is the key-word in oral presentation. Here are given few important points which a presenter should keep in mind.

Pronunciation: Words should be pronounced clearly, with proper stress and intonation. Mispronunciation sometimes leads to confusion and spoils all presentation however well planned it is. For example, due to the interference of mother-tongue, the speaker pronounces 'is' as 'iz', 'these' as 'thez', 'measure' as 'mejor' etc.

Modulation of the voice:

- (i) Voice should be vibrant and well-modulated
- (ii) Pauses should be at the right place
- (iii) Rate of delivery should be normal. Since too slow or too fast delivery spoils the entire presentation.
- (iv) Nasalization of the voice should be avoided.

Use of connectives: There are various kinds of connectives which may be used in oral presentation. There are some words or phrases which indicate the end of one thought and shift to another. Even rise and fall in tone can serve this purpose. The speaker can use such phrases as:

- (i) After having said that
- (ii) It is time now to
- (iii) In addition

Likewise his falling pitch will indicate the end of his speech.

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Q 17. What do we mean by time-management? Discuss the role in presentation.

Ans. Management of time is the most crucial part of the successful presentation. During the theme presentation, if the speaker takes a lot of time, the speech becomes boring and tedious. To grab the attention of the audience during presentation, the speaker should try to sum up the presentation within the allotted time. He should plan and rehearse well so that the speech will not go beyond the allotted time.

Q 19. What are features of kinesics in presentation? How are these non-verbal methods as necessary as verbal strategies?

(M.C.A., 2008-2009, UPTU, Lucknow)

OR

What is the role of body language in oral communication? Specify clearly.

(B. Tech., 2008-2009, UPTU, Lucknow)

Ans. When the physical movements of the body and their study is known as kinesics. In this connection, Raymond and John have rightly remarked, "To them kinesics is the body communicates without words, that through various movements of the parts". We can communicate or send the message even by nodding the head, blinking our eyes, shrugging our shoulders or by other body movements. Some of the features of kinesics or non-verbal modes of communication are the most basic forms of communication. Facial expressions, postures and gestures can be sometimes as communicative as are the verbal forms of communication.

2. Kinesics (sometimes known as body language) is less structured than verbal means of communication. Hence, it is more difficult to study.

3. Kinesics is spontaneous, so it makes presentation natural.

4. Facial expressions and certain gestures help the presenter in having emotional communication. It is central to inter-personal relation.

5. Non-verbal communication is more subtle than words for some communication. Moreover, it is more quick and easy to describe something.

These non-verbal methods are as necessary as verbal strategies for effective communication.

1. Facial expressions are good in expressing emotions like love, hate, anger, like, dislike etc. According to Boyce et al "The face, especially the eyes, commands particular attention as a source of non-verbal messages."

2. Like verbal methods, the non-verbal method of eye-contact is an important means of maintaining contact with the audience. Eyes reveal what is going on in the mind of the speaker.

3. Gestures and postures is another type of non-verbal communication. For example, if the speaker stands erect, it shows his confidence. But if on the other hand, he leans to one side, that shows he is hesitant he is.

Q 20. What are the paralinguistic features of presentation strategies? How could articulation be improved by voice modulation?

(B.Tech., 2008-2009, UPTU, Lucknow)

OR

Write a short note on Paralinguistic and its uses. (M.C.A., 2008-2009 UPTU, Lucknow)

Ans. "Paralanguage refers to all vocally produced sound that is not a direct form of linguistic communication." Hansen and Singh define paralanguage as, "Difference that may have strong sign but no semantic meaning." The paralinguistic features of presentation include

1. **Tone:** Tone means the quality of sound produced by the voice in uttering words. Tone is used to convey an attitude. The rise and fall of the tone can express whether the speaker is arguing or he is angry or in grief or exhausted.
2. **Voice Inflection:** Words should be pronounced clearly and properly, putting stresses at the right places as it can help the speaker to express himself. For example, if in a sentence, He is stupid. The word 'stupid' is stressed, it shows how the speaker wants to convey that he is not intelligent rather stupid.
3. **Pitch:** Variation in the pitch enables the speaker to present or deliver his subject effectively since a speech delivered with static or level pitch becomes monotonous.
4. **Volume:** It refers to the loudness or softness of voice. A speaker with strong voice makes his presentation effectively or impressively.
5. **Rhythm:** It refers to the modulation of weak and strong elements in the flow of speech. Articulation can be improved by voice modulation. The vibrant, animated and well modulated voice plays a vital role in presentation. The following points are to be taken into consideration for proper articulation:
 - (i) Essential variation in the speech
 - (ii) Pauses put at the right places
 - (iii) Normal rate of delivery
 - (iv) Avoiding nasalization or vocalized pauses such as *er, ah, unh, um* etc.



Objective Type Questions