

Better Spoken English
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Lecture No. # 3
Feedback on Presentations I

Good evening.

Good evening sir.

Are you all right?

Yes sir

I am sorry to trouble you to have called in the evening, but I hope I will try to make it as entertaining as possible. So, today I am going to give you a feedback on your Presentations. The one that you made the day before, when was this. You remember your spoke come two or three days ago you made a first presentation telling me about who you are, you will have to make three other presentations.

The second will come next month February and the third will come in March, the four will come in April. For other presentations I will tell you the topics, quite sometime in advance. And you will have enough time to prepare but today I want to give you some basic feedback about some very basic things concerning, public speaking concerning professional presentation and that is that alright.

Are you ok?

Yes sir

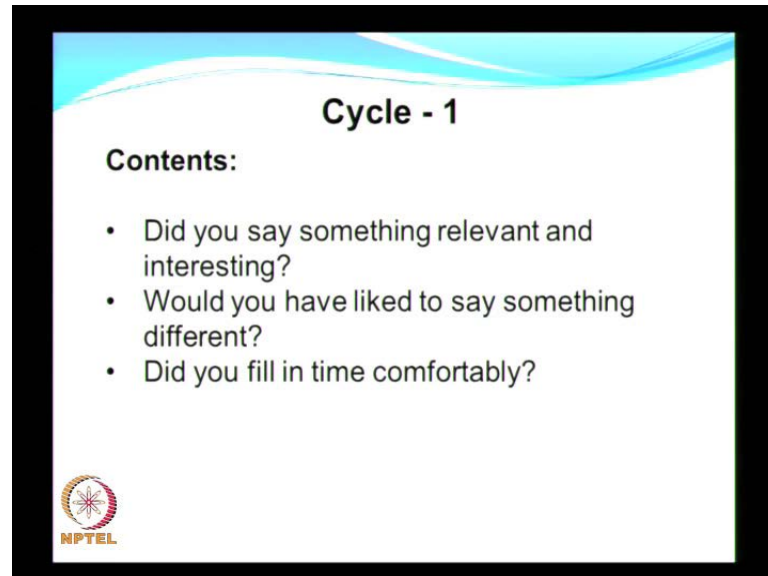
Are you comfortable, are you relaxed?

Yes sir.

Sit with your back to the bench, stretch your legs, I know you had a long day but do not worry, these are you know very ordinarily speaking, we are talking about things we

already know it is only that we are going to re look at that important in occasion such as these when you in speak in public you make it presentations.

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I am for trying to give you some questions with which you can evaluate your own presentation; you can take out your note book and make note of these questions. So, you know the first question is, did you say something relevant and interesting? What you want it to say something was essential, I ask you to tell me your name, your hostel, your room number, your hall number; beyond that, where you able to say anything interesting, anything relevant to you to under graduate student at an engineering institution at on institute of technology, where you able to say something like that.

The second question is you know sometimes we have a feeling after we have a spoken that I could have said it differently, did you have that feeling? How many people raise your hands please, that is a very healthy feeling that is a good feeling. That means the mechanism that means your mind, your rational aspect, your conscious brain is working well it a can it can examine your own work, your own performance and can tell you where you have done well and where you have not done so well.

It does happen, it it happens with all of us. Sometimes you may feel very guilty you do not have to do that, sometimes you may feel more happy than you do not have to do that either has Gotham Buddha said, have you heard of Gotham Buddha?

Who was he, who was he?

Who do Buddhism, who was also a B Tech from IIT madras are almost, except that it will be long project. He was the founder of the religion call Buddhism, very wise man and he said that the truth is not at either extreme? Do not feel to guilty if you make a mistake, do not feel to happy if you do something well, it stay somewhere in the middle. Same thing here, if you have done well, wonderful if you made if you mistakes does not matter, we will learn and not make the same mistake come again, complete the sentence not make the same mistake again again right.

So, you know if you feel that you should have a spoken differently, ask yourself how differently, what would have changed and if you feel convinced that, this should change the next time change that by way of. I had a feeling you know listening to you I took notes, I have again look that all your presentations as recorded by my colleagues in the studio on their camera.

I had a feeling very strong feeling, that very few of you where able to say much or say much that was relevant, that was interesting. If you have a few spoke about hobbies, about your interests, about your free time, most of the time your spoke only about your roll number, room, your course you are doing, your hostel nothing that I or your friends did not know about. When you get the copies of this video, when you look at them please not only your own also look at your friends and see, if you could have done better, if you have could spoken differently and it for answer is yes, the next time, next presentation be better prepare.

I had a very strong feeling that many of you did not prepare well enough, I am a right do you think I am right, did you prepare only before few minutes or hours before you came to speak. How did you prepare the previous evening, how many people prepare the previous evening, may be then you are right and I am wrong. I had the feeling that you could have add it more. The next question would be did you fill in time you had 50 minutes, some people I think nearly a dozen people finished early.

They could not complete 50 minutes about dozen people almost exceeded time, we had to tell them, we had to tap the desk the two class representatives taps the desk and only then these people left the desk. So, you know your expected to fill in time comfortable, plan for about, if you have to speak for 50 seconds, plan for about 48, 47 seconds and you will

feel that your able to do justice to time. But it requires planning, it requires recusal,it requires determination.

This is a skill you are learning is is nothing you know is not knowledge you know how many words can be a spoken in 50 seconds you know how many seconds make a minute you know all that. But to be able to perform within limited time, before some people in public is a skill, it comes to practice, feedback, some determination, some recusal.So, next time you speakor before a speak next time, do two or three practices back in your room with your friends, with friends from this course, with friends from other courses.

And you will find that you learn the art of timing automatically, naturally you would not have to make any deliberate effort to finish before or after time, you will always be in time do you understand.

Are you with me?

Yes sir.

Are you together

Yes sir.

Ok right this is these they you know this is an art,it is also a skill,it is also a bit of science, but as you practice and perform you learn; so do not worry but do some practice.Next I before you speaknext time is speak two or three times in your hostel before your friendswhere ever elseyou get an opportunity you are a student festival. Grab all these speaking opportunities there you may make a mistake but believe me you will learn from these mistake.And the next time you will be better a more confident speaker

Do you agree?

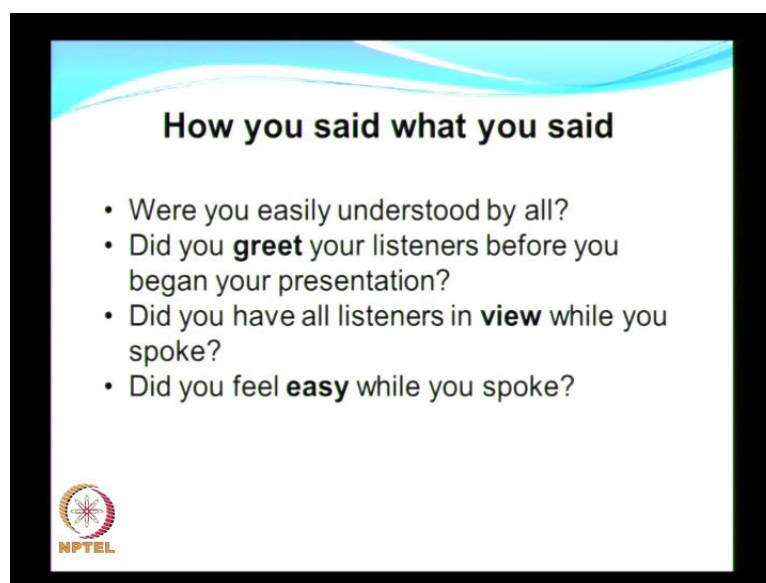
Yes sir.

Do you agree?Everybody please

Yes sir

Do you agree?I see you tense and confused

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Next question did you have feeling that everyone understood you, a speaker looking at his or her audience, knows whether the listeners are with him; did you have that feeling? The next question is did you greet your listeners, before you began your presentation many people here not one, not two, not three many people came here and began a speaking without greeting you know they just walked in.

And even before they reached here, they are started saying I am Suresh Chowthri, I am going to speak about, who I am that is no how you begin a presentation that is not, no matter how little time you have. No matter what under what pressure you're; if you speak before public you make a presentation, even if you have only 20 seconds, first relax bring some genuine warm smile.

Smile now, I want to see your smile, please by friends capture their smile on your camera, please smile I want to see your teeth. Anyone here would us does not wash his mouth every day, please smile let me see your teeth. Only one or two of you have a smiled when I watch this video in the replay, I was shocked I could never up believed that a bunch of a smart young under graduate students, at one of the best colleges in the world, would be so dam scared, would not to smile at all would forget how to greet, that is not on, that is not good.

Next time you speak stand relax greet you audience with a smile, good evening, good afternoon, good morning do not begin a presentation without a greeting, without a

smile.If you feel tense, if you feel nerves a genuine a smile, will take away your tension, do it now, just a smile make that please do common common everybody please great you know.It removes tension it is a tension remover and then say good evening, good morning, good afternoon,that will make you feel pretty easy, pretty easy.

Did you look at all your listeners I will show you videos now, in a few minutes, you will find that a lot of a speakers not one or two, not a half a dozen or a dozen lots of them have either look at the ceiling or have look at the floor.May be them a trying to find the 50 paisa coin there, dropped there, many of them have looked away not this way,hey please I am scared you know,I will heart attack if I look at you.Did you have it is very important, how do you talk to your friends.

Imagine talking to your your friend is standing here and you do not look into the eyes of your friend it talk to this way. If I do that home my wife will poison my cup of tea,just as I will poison her cup of tea,eye contact is extremely important between a speakers and listeners;next time you speak you must look into the eyes of your listeners.Now the question is which listener,which listener only Arun, only Kiran, only Aparna, only Irfan or everyone.

You must look into the eyes of everyone, how can you do that for some time you look this way and a speak are you with me, do you understand, then for some time you look this way.You know you may be panning but not there is a difference is this so, when I wanted to go yesterday to the hostel,I decided against it, because at knew that, there was a dinner last night,not that slowly easily you know that is why the operative word here is easy.

Last evening I thought I would go look you up in the hostel but then somebody told me you had a dinner last night and why should your English teacher is spoil your dinner. I am looking at everyone all of you, slowly, comfortably, gradually the entire range of your listeners should be within your view.Otherwise you will not have what to equal rapport you know your know your union or link with the listeners, it is a extremely important.Your eye contact is the only way you keep your listeners with yourself is that alright,is that alright my friend over there,do you agree?

Say yes or no please.

Yes sir.

Lovely, so next you have to speak with that in mind, then tempo you know tempo is the technical word for speed at which you produce speech. Did you speak rapidly or did you speak very slowly, a large number of people here almost everyone here have a spoken more rapidly, than I would like. That speed is alright for you inside your home, may be with your friends whom you have known all your life or for a number of years.

But, if you go to an international situation, if you go to an interdisciplinary conference and that kind of tempo, that kind of a speed of a speech is not a good speech. You must slow down, there is a historical reason why we have been speaking so rapidly I will tell you more about it a little later. But at this moment I want to tell you, please speak much more slowly than .

Actually on this course I am going to enthusiasm or over enthusiasm slow a speech, if you can change that, you will have achieved a great . You will find that your presentation has become better, you are able to better prepare, you are able to better say the same thing; when you speak slowly you get time to think on your feet is that correct.

Do you agree?

Yes sir.

Do you have any experience no not yet do you know try and learn, it will be difficult it is not easy to change the habit of the speech, you have been speaking at a particular tempo all your life. And suddenly somebody tells you change the tempo of a speech is not easy you know it is going to take time, it is going to require more than anything else determination, just as you determine to come to this college.

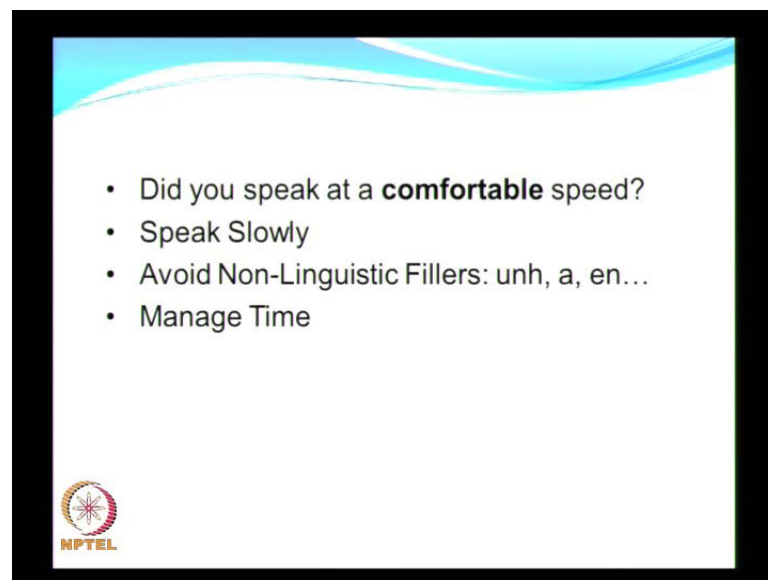
Similarly, you will be you will be you will you will have to be determinant, you will require determination and no matter what I am going to learn how to speak more slowly or slowly. Your friends will laugh at you, when you tell them sorry I am busy, I cannot go with you to the open air theater.

Then they will laugh at you, they will say common da, what is this, why are you speaking such an artificial manner, then you will have to tell them, no I am not speaking in artificial manner, I am trying to learn to speak in the internationally

acceptable manner, do you understand me. So, initially they will laugh at you but slowly they will also begin changing, they will also change.

So, you required to be determine, I will play you some example from previous batches, which will show you that in the first presentation, these students spoke just as you have spoken. But to determent effort some of them, not all of them, because you know all of them do not want to learn, some of them changed. And when they changed they were much more effectively speakers, I will play some tape to you later, may be tomorrow or day after. And you will see the effect the same is speaker has upon you when he or she speak slowly compared with when he or she speaks rapidly.

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So slow down you know speak at a comfortable speed, avoid non-linguistic fillers, lot of people when coming to the hobbies and going to the interest and going to free time, mmm you know. They kept doing like you know in when I was your age in Indian cities, there used to be a carriage drawn by horses, have you had of them, in my part of the country it was Tanga. Horse drawn carriage there the horse would do that mm ha mm ha lot of people you know they say a sentence, then they pause mm mmmmmmm you know they keep avoid this kind of noise, if you have to think go silent, go quite and recall.

You do not have to do mm ha and these are distractive they tell your audience that you are not prepared; then the audience does not respect you, so do not you some are those things and when I present examples, I will show you. Manage time clock is before you

sometimes the clock may not be there before you, then you have a wrist watch keep it here just take it off, keep it on the desk before you and take , I have only so many seconds left.

cultivate the habit so that something inside you tells you that, I have only so much time I can speak only so many words. You must manage time naturally and easily all good speakers, no matter, who they are, actually the higher you rise in life, the greater the pressure on your time. How much time, free time do you think president of the USA has as much as you have. Perhaps not I do not know; but I guess that you know as you rise in life, your free time declines and you have to manage your time as making a presentation as in life.

Talk you do not suppose to be you know summer only one person did that and I have already spoken to him but generally speaking, when you make a presentation you suppose to be talking to your audience. What is the difference between talk and read can you tell me, can anyone tell me what is the difference between talk and present a written paper. When you talk to your people you look into their eyes, you sometimes take pauses, your sentences can be a very long length that does not mean, you cannot have or going to slides, you cannot have photographs, you cannot as presentation aid.

You can have all that just as I have them now, so that is when you need, you take a look and you remember what is it you have to show. But essentially you are talking and talking requires an eye to eye contact. A natural, comfortable, tempo of a speech relaxed atmosphere but when you read you have the script before you and you go on reading like a radio presenter. The weather forecast today says that there will be thunder shower in the evening a some lighting, you have no eye contact, you are just giving text to the microphone do you see the difference.

yes or no.

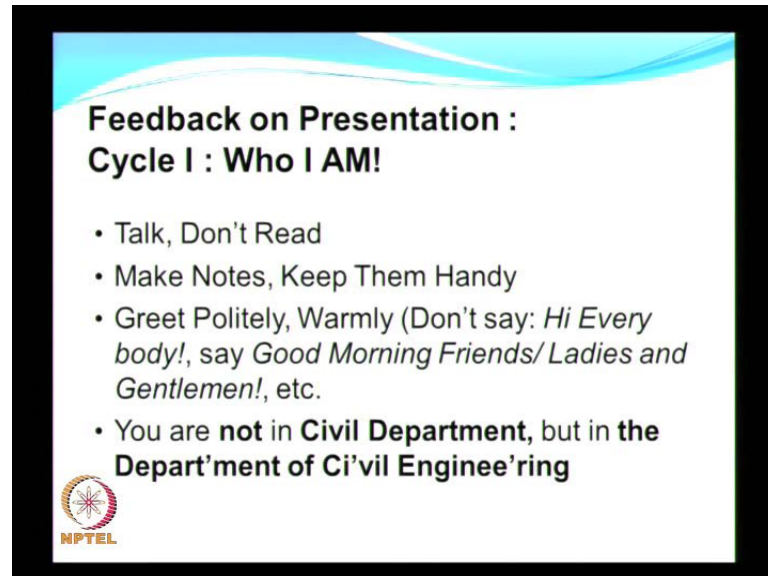
Yes sir

Everybody please do you the difference.

Yes sir


When you talk you have unbroken eye contact, you talk at a comfortably speed, just as you talk to your friends in the classroom,the same thing here.

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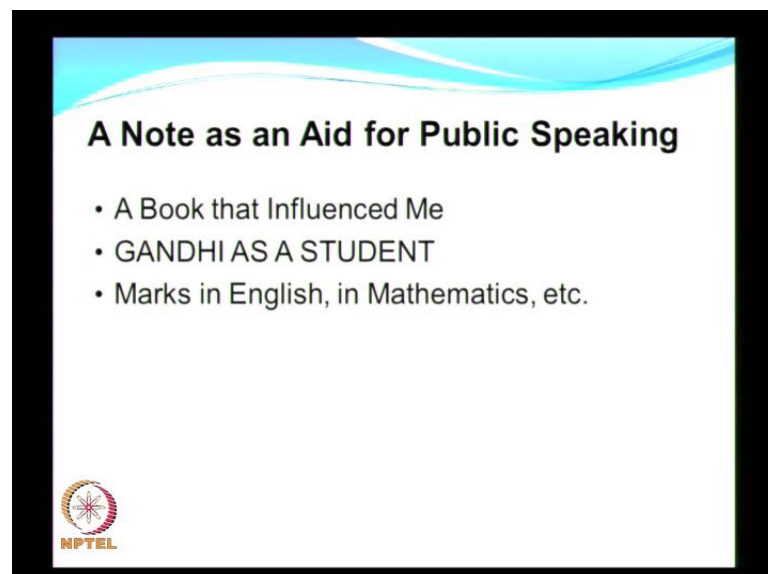
Feedback on Presentation :
Cycle I : Who I AM!

- Talk, Don't Read
- Make Notes, Keep Them Handy
- Greet Politely, Warmly (Don't say: *Hi Every body!*, say *Good Morning Friends/ Ladies and Gentlemen!*, etc.
- You are **not** in **Civil Department**, but in the **Depart'ment of Ci'vil Enginee'ring**




So, maintain good eye contact and talk to your people, if you want to make notes as an aid for your own speaking, you do not have power point, you're giving a public lecture. And take a bit of paper while preparing write essential points and keep it handy, keep it before you; take the paper and keep the paper here. So that you know when required I have for example, a note here, suppose I want to talk about Gandhiji, Gandhiji as a student.

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A Note as an Aid for Public Speaking

- A Book that Influenced Me
- GANDHI AS A STUDENT
- Marks in English, in Mathematics, etc.



So, I have these notes here, I have two key phrases that you can see, one phrase is the marks Gandhi scored in mathematics and the marks Gandhi scored in English. Gandhi's was not a very good student in mathematics, he passed that subject but in English he has gone to 60 percent in those kinds when passing English was supposed to be difficult. So, make notes with key phrases, keywords but do not overdo.

Are you with me.

Yes sir

Do not ever lose eye contact with your listeners, greet them politely (Refer Slide Time: 25:53), what is greeting in every language, we have words which indicate in English you have please, you have good evening, good afternoon. On formal location you cannot say hi everybody or some people here did not greet many people say hi everyone, hello everybody that is not among equals, that is when you know a great film star talks to his film fans.

The film star stands on in the stadium, they cannot have seen fans, then he waves his hands and says hi everyone; but in a seminar, in a conference, in a classroom such as this when you talk to your equals, do you understand. The form is not high everyone hello everyone, hello one and all the form is very clear good afternoon, good evening friends or if you are more formal ladies and gentleman or colleagues you know equals; that should be your formal greeting.

Many people introduce themselves I am from civil department, where is civil department at this institute, by the way I would like to see. Somebody said I am from electrical communication department, where is electrical communications department at this institute or somebody simply say I am from electrical. Electrical what, you are at a formal venue, formal occasion, you must keep the full and correct name, what is the name of the department of your department tell me.

Department of civil engineering

Your department?

Department of biotechnology.

Department of onesagain slowly

Department of

Ones a department of biotechnology,so department of

Biotechnology

Your department.

Computer science and engineering

Computer science and engineering

Did you say that

No

No youdid

Not so slowlynot so rapidly

Department of computer science and engineering

Department of bio technology

Department of biotechnology.

Other

Department of chemical engineering

Next

Department of civil engineering.

Next

Department of computer science and engineering

Next

Department of airhostess engineering.

Next

Department of biotechnology

Department of

Next

Department of computerscience and engineering.

Next

Department of

Next

Department of computer science and engineering.

Next.

Department of biotechnology

Next

Department of biotechnology.

Next.

Department of electrical engineering.

Department of electrical engineering

Yes please.

Department of civil engineering

Next

Department of civil engineering.

Next

Department of mechanical engineering

Next.

Department of electrical engineering.

Next

Department of biotechnology.

Next

Department of biotechnology.

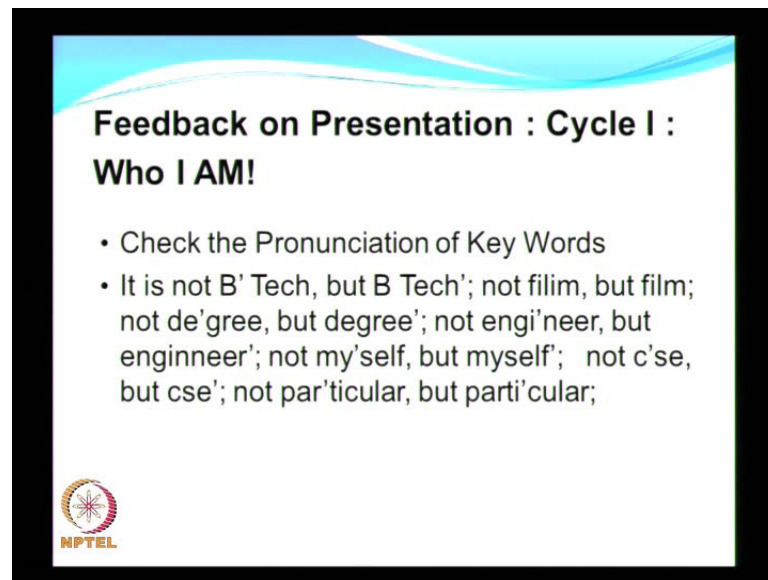
Next

Department of biotechnology.

Ok some of these little things make great difference (Refer Slide Time: 29:12), believe me. So, you know these are very limited little things that you have to learn, not too many things and that makes a great difference in the effect or in the effectiveness of your presentation. So, you not for do not introduce yourself as I am from civil department, say I am Chowdhary from the department of civil engineering or department of computer science and engineering.

I have told you notes, sometimes particularly in English you know when you have long words, words with two syllables, three syllables, I will tell you later a syllable is, there is a problem of pronunciation, problem of stress; so for instance.

(Refer Slide Time : 30:06)



Many of you introduce yourself as saying I am B tech third year right, did you say that say yes or no, did you say B tech. It is not B tech it is of the other hand, what is it no it is B tech stress on the second, do not say B tech but say B tech.

What is it?

B tech

What are you studying for?

B tech

B tech you are studying for B tech is not film but,

Film

Film, what is it?

Film

Many people here say I like watching films is not film, it is film film. Similarly, I am some people said I am studying for dual degree, it is not degree but degree.

What is it?

Degree

Stress on the second syllable

What is it?

Degree

Again

Degree

So you are a studying for dual

Degree

Once again

Degree

Degree, similarly you are not an engineer but going to be an engineer

What are you going to become?

Engineer

I am very mistake of a spelling here ignore it. Similarly, you cannot you know it is not myself but myself whenever you have self a stress is on self. So you take myself, yourself follow me say after me it is myself

Myself

Yourself

Yourself

Himself

Himself

Herself

Herself

Themselves

Themselves

Oneself

Oneself

Once again without me.

What is it myself, what is this?

Myself

Next

Himself

Next

Herself

Next

Themselves

A little practice with these little things can not only change your pronunciation to the internationally acceptable levels, it will also make you feel more confident; you will be better understood. Similarly, you know you are not from the department of c'se but you are from the department of cse; you are not a student at IIT you are studying at IIT, what?

Where are you studying?

IIT

IIT Obama is the president of

USA

USA in all abbreviations it is the last component please write, that takes a stress in all abbreviations it is the last component. So, London is the capital of UK, Washington is the capital of the USA, you are studying at IIT. Extremely simple you know these things are not difficult but you have to pay some attention; similarly, it is not particular but particular.

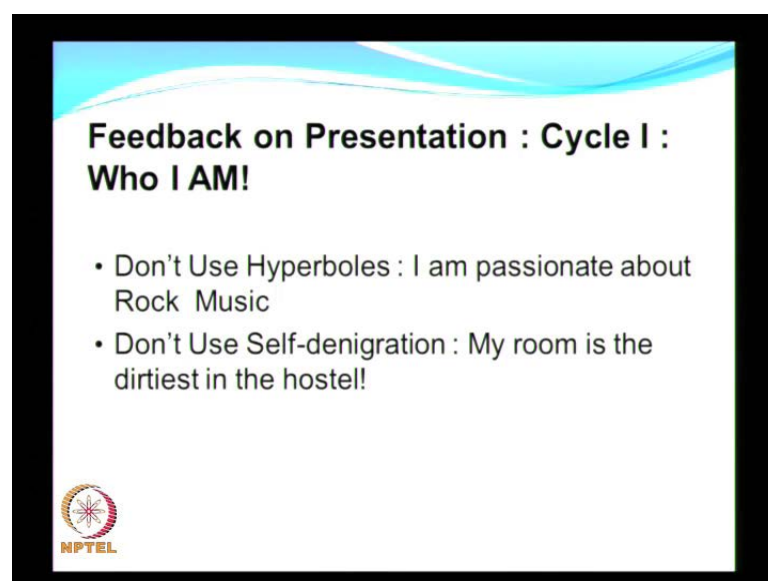
What is it?

Particular.

I will give you will in that book you know you have 600 words very carefully selected through researches which you use and you use wrongly. But which some drills, some practice in this manner, your accent, your pronunciation can change, you can be better understood and you can be more confident. Do not use very big words some people said I am passionate about rock music, it is alright enough in formal slang.


When you speak on a formal location, you should speak in under statements, what is under statements? Do not use words you should say I like rock music. I appreciate rock music in my free time I like to listen to rock music but if your speaking in any formal movement, then you can say I am passionate about, I love it, I like it, I will die for it; what not when your making a formal presentation, do you understand.

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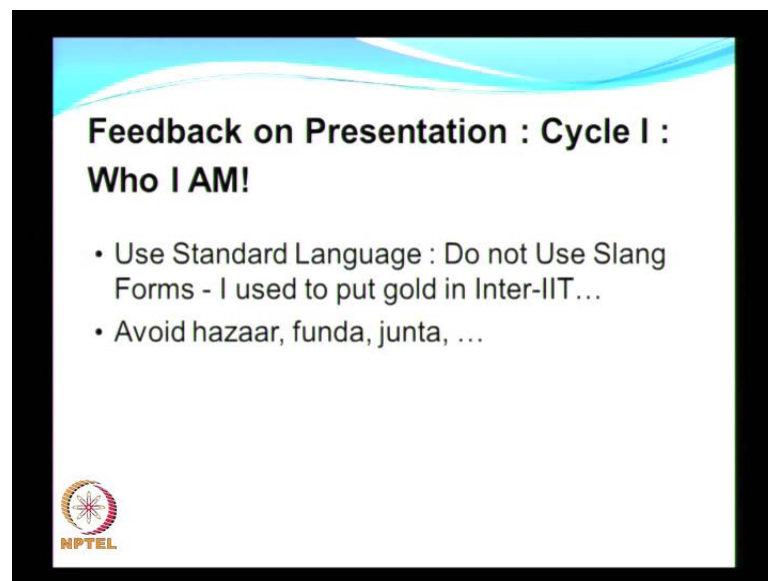
**Feedback on Presentation : Cycle I :
Who I AM!**

- Don't Use Hyperboles : I am passionate about Rock Music
- Don't Use Self-denigration : My room is the dirtiest in the hostel!

 NPTEL

Similarly, you know never craze yourself, neither in public yourself, run yourself down, some people said somebody here said I have the I live in the dirtiest room in the hostel. May be your right but why make a confession in the public, I am not ask, are you comparing the degree of cleanliness here. So, if there is something embarrassing, keep it under the carpet, clean your room if you cannot yes, if you cannot at least do not talk about it you know. In public occasion is not for is not for personal confessions, it is for general mild hearted talk.

(Refer Slide Time: 35:12)



Use a standard language do not use slang, somebody said I put gold for inter IIT, do not say that I say I got gold at inter IIT put is not the right word there get is. Similarly, do not use words like hazaar, funda, junta these are words for your private language in the hostel among your friends; or if you make a film and there is a scene, where you talk to you friend in private, you can use these words.

But, making a formal presentation concerning scientific topics to your peer group, this is a formal location use formal language, do not say hazaar say many, do not say funda say fundamentals, do not say junta say ordinary people, common people.

Are you with me?

Yes sir.

I am now going to show you just some examples, of your own presentation these does not mean that they were worst or the best is that alright.

Do you understand if

Yes sir

I show Aparna on video it does not mean Aparna was the worst or Aparna was the best is just at I want it some examples, so I took a some boys some girls. And I am going to because, I could not have replayed all the forty, did you do you understand but your welcome to see yourself in those videos. I am clear to you Irfan were are you I am sorry do not feel bad is not that your the worst.

Actually first speaker first speaker can you can you can you capture Ifan the camera please first speaker job is always difficult say for I admire you that your called you and your spoke as the first speaker. But it just not Irfan it is all of us, look at the eye contact once again, will begin the Irfan.

Good morning I am Irfan, my roll number is 89Bo41, I am a 2nd year B tech student from air hostess department, I am in alagananah hostel, room number 205, I am from a beautiful of.

Watch Irfan and other a speaker has they compare all these things, please note dress smile, greeting, tempo, a speech of a speed particularly you know. These things eye contact, tempo at which they spoke.

And all of as I have taken not the worst not the best you know just a typical one of you. So, Irfan I am sorry if I emphasize you I hope I am not. Right I would not take another pause because, your now running out of time.

And some time I play cricket and I watch movies and documentaries, singing in fact I will an is a big source of, I want to be a after doing by my B tech when I was in 10th. I go to inspired by a book brief history of time by great scientist written by great scientists yes you go thank you sir.

Hi friends, very good morning to all my name is Jadhav friends call me Dhadhumy roll number is AE10B042 and I am in 2nd year dual degree airhostess engineering department, my room number room number is 211 in alaganandha hostel.

Are you here.

Yes sir

Jadhav here I am sorry I hope at I am not embarrassing you but do you feel that look that everyone right, yes continue.

And my native place is ,I am from AP and during my leisure time,I would like to spend my time with my friends, I like to I like to practice violin,singing songs and dancing. Since ever as a child I was a very fascinated by aero planes the way they fly and that let me go up for airhostessing engineering department in IIT madras. And during this course I think I will be a very good company to you and I hope you will have a very good time thank you all.

Hi friends I am.

What did you forget your name.

Please do not to laugh at you, it happens lot of people experience it believe me I have taught for 40 years in even now, when I come to my class the first day I feel slightly tense. I have to gather courage, it does happen but you know practice will make you overcome it. So, before you speak next time speak at least 10 times, on 10 different places in the hostel at .

I am from mandhagini hostel; my aim is become a good engineer

It is lovely going to cry

And I like to most of the time spend my friends and family members my roll number is

Hi friends good morning to all, I am mmanojmy roll number is BT10B057, I am

Did you get the roll number

I am second year B tech student

Did you get the roll number once again

and my hostel is mandhagini, my room number is 148, 10B057

Can you once again

Hi friends good morning to all I am m Manoj

Manoj have you here

BT10B057, I am 2nd year B tech student and my hostel is mandhagini

How do you tell your roll number

My roll number is b t please, say it again

BT1040

What is your roll number BT

BT10

10

B0

B0

57

57 take time numbers and names I am going to tell you are among the most misunderstood items, among the most misunderstood items.

I am from visakapatnam Andrapradesh

And this is also note and I want to spend my time with my friends and family and my hobby is to play cricket and outdoor games. And I took the second prize in drawing in my fourth class and also I got my and also I got second science in eighth class thank you.

My name is manoj my roll number is CT10B020I am from jamuna hostel, room number 144

Are you here manoj you came a speaking to here, rather than come here and begin a speaking, you came in speaking did you notice that.

Say yes or no please

Yes sir

That not come here take your position then greet, then speak

I am from civil department my greatest achievement for child hood is getting into IIT and my failure is also coming coming in after come into IIT not succeeding. My hobby's are playing cricket and watch I will have become project manager in construction. And my only greatest achievement after coming into IIT staying a room partner to the dirtiest roommate that a that has spoken before me yes nothing to say thank you.

I am in srawathi hostel room number 278 the three things which I believe a very unique to me, they are music, my favorite instrument

You would get the prize for the first stress speaker in the class just see once again

And second is with I cannot and then you its yoga which I do regular also I like travelling to different countries meet the people there and get to know their culture

Did you get it by

Go for reading books and philosophy and metaphysics my ambition is to go for higher studies and then come back and useful to people in a very effective thank you.

Hi everybody I am ashwini chidambreshwar, I am pursuing dual degree in electrical communication department and I am very luck in am and try to introduce myself that I am from a music background family. I sing I am ramachari student, so who is a music director in Telugu film industry have sang in stage shows as well as Tv shows I go star sing at 2009 batch could manage to come up could finalist. And my achievement was to

sing sing as stage show before A. R. Rahman sir and got an opportunity through Ramachari sir.

And I participated in the inter IIT volleyball team, I was in one volleyball team in one bronze medal, the main objective for me to take this course is to improve on my communication skills and in my visions.

We will continue tomorrow, I will give you more on the feedback about how you know the theater the common basic aspects of presentation. Thanks for coming have a good evening; once again nobody should feel bad that here he or she was criticized it is all of us.

Is that

Yes sir.

Good evening and good night tell me

Good evening and good night.