

Soft Skills
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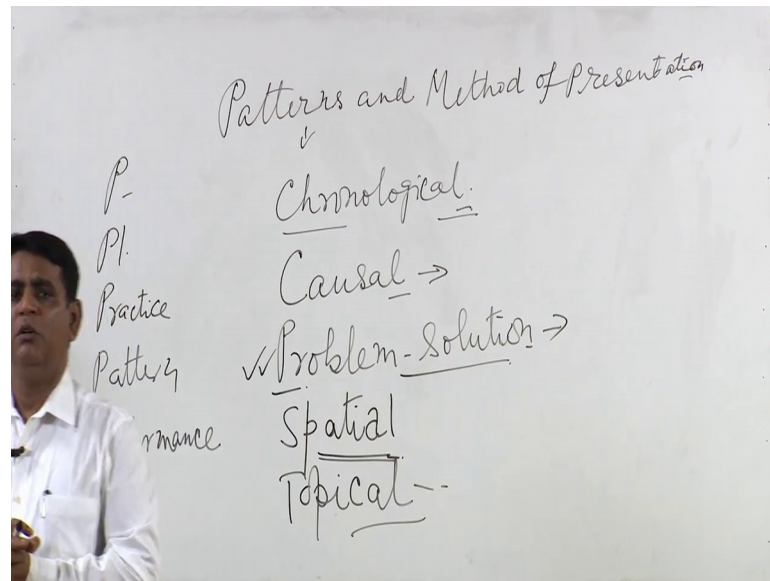
Lecture – 49
Patterns and Methods of Presentation

A very good morning to one and all listening to online lectures on the course title Soft Skills. Presently we are dealing with advance speaking skills. All of you might recollect that in the previous lectures, we have talked about oral presentations speeches and debates, their differences and we also talked about nervousness. Most of us while we are asked to give a presentation or a speech feel nervous. In the previous talk, we discussed why do we feel nervous, what is it that makes us nervous. There are different reasons because of which most of us become nervous and one such reason is unfamiliarity. Unfamiliarity with the topic, unfamiliarity with the crowd and as a result we actually lose confidence. When you are nervous, you are low from the point of view of your confidence level, but at the same time you in moments of nervousness, you are over conscious.

Now, in order that we can overcome our nervousness, there are certain things that we do. First of all, you become nervous because you feel something bad will happen and nervousness brings all sorts of fears and all sorts of frights. So, in order to combat nervousness, it is better as I said the other day, preparation is the best antidote. It is actually the best way to fight nervousness because as psychologists have said nervousness is a situation of fighting or to fright. When you feel nervous, you either want to free away from the spot, from the scene, but then we can always work hard, so that the situation of nervousness can be fought better.

Today we are going to talk about how in order to fight nervousness, we should better be prepared and in order to be prepared, we actually have to know how we can try our level best, so that we may get prepared. Now, this preparation actually has several stages. I often keep saying that any speech or any presentation is actually based on 5P's.

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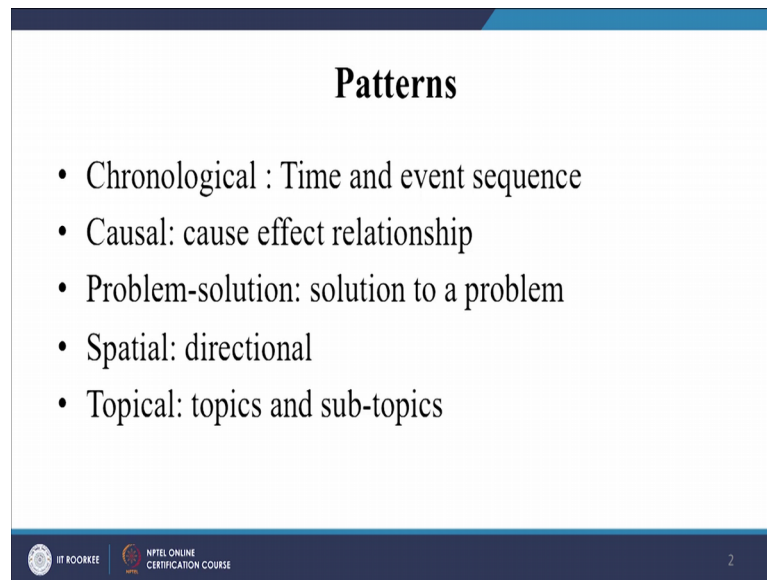


So, here today we are going to talk about the pattern and method of preparation. Method of presentation I mean a person who is best prepared will be able to fight nervousness in a better way than one who is not prepared. Now, for any presentation or any speech, we have to as I said earlier beware of 5P's. What are these 5P's? The first is preparation, planning, practice, pattern and performance.

So, today we are going to talk about the very first thing as to when you go to prepare your presentation, you ought to understand what are the different patterns of presentation because every presentation, every speech will have three stages. First is pre-presentation, the second will be during presentation and the third is post-presentation or performance. So, we shall be talking about the patterns.

So, when you are going to give a presentation, you must understand how should you prepare your presentation and in order to prepare your presentation, you actually need to understand the different patterns because every presentation involves a lot of consideration, lot of tasks. As I said the other day also, what you see is only the outside, inside or behind the screen. There are so many things to do.

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Patterns

- Chronological : Time and event sequence
- Causal: cause effect relationship
- Problem-solution: solution to a problem
- Spatial: directional
- Topical: topics and sub-topics

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So, first let us try to understand when we are going to draft or present your presentation or speech here, we shall be using both these terms interchangeably because so many of the processes are the same.

Now, what are the patterns? The first pattern is that of a chronological pattern. Chronological, now what do we mean by this chronological pattern? Chronology now when you actually decide about the topic, you also can come to a situation where you will find to which category your presentation or your speech will belong. So, the first is chronological pattern. You in a chronological pattern, you base your presentation in a sort of chronology. I mean in a sort of time sequence say for example, somebody has to give a presentation on civilization, somebody has to give a presentation say on the topic where he has also to relate to time sequence, this presentation will come under the category of time and event. So, it will appear like a sort of historical events and of course, in such a presentation the way you write, you will be describing it chronologically. That is why this is called chronological presentation or chronological speech.

Next is a causal one, a causal pattern. Now, this pattern with representation or the speech in a cause and effect relationship you talk about because in the first and then second, you talk about the effect and this is called causal pattern of presentation or cause effect relationship. Say for example, if somebody gives the presentation on the ways to avoid

nervousness as I had been saying, so first somebody will talk about the causes of nervousness, the reasons of nervousness and then, they will also talk about the effect. For example, when somebody is nervous, one loses one's confidence, one forgets and one hesitates, the movements become slow. So, it is actually such a presentation is pattern on the basis of cause and effect relationship.

The next is a problem solution. A problem solution is one where in the first instance you talk about the problem say for example, you are going to give a presentation on deforestation. Now, when you talk about deforestation, you will be talking about what deforestation is and then, you will also talk about how it has become a danger to human life. You will also, you can also give a presentation on soil erosion, you can give a presentation on pollution, you can give a presentation on global warming. Now, all these are based on problem solution pattern. You will be talking about the problem and then, you will also talk about the solution and you will find in such a situation you are able to keep your audience intact. It is also very much like cause and effect, but here in one instance you are talking about the problem, but then you are also giving them a sort of solution whereas, when you are giving a causal pattern, you are actually presenting the problem maybe you are not talking about the solution, but then when you are talking about a problem solution pattern, you are not only presenting the problem, but you are also offering solution.

So, while the first can be a sort of informative presentation, the second or the problem solution can be a sort of persuasive presentation. Then, we can also give a presentation because you know when you give a presentation, there are certain limitations as I discussed the other day also. When you give a presentation, you have certain limitations because you give presentation on technical aspects.

So, sometimes you may be talking about the design of a new product. So, in such a situation you actually pattern your pre-presentation in a spatial pattern. Spatial as the term itself says it will talk about the space, it will talk about the direction and then, maybe you are discussing the design aspect and hence, your presentation will be patterned into the spatial pattern of presentation.

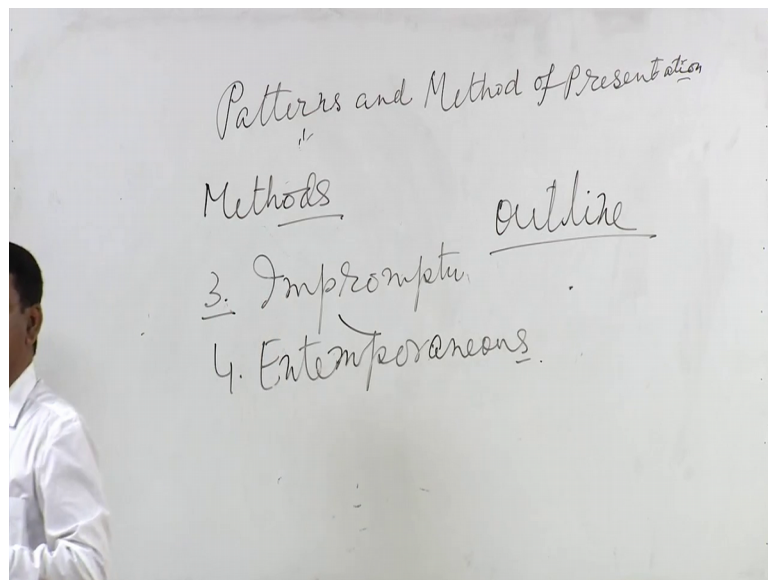
The last presentation which most of us, even the common people they can give it is called a topical pattern, where you have a lot of information and you are going to divide

this information into topics and subtopics and you present this information to your audience. Now, it is up to you and it is actually on the basis of the topic and the information that you can pattern in your presentation either in a chronological pattern or in a causal pattern or problem solution pattern, spatial pattern or topical one.

When you are not able to categorize your presentation into all the four, the easiest one is the topical one. It is now for you to decide what sort of presentation you are going to give and how you will categorize them, but knowing only the pattern of presentation will not do. Suppose you have patterned your presentation and now you have to deliver the presentation, but before delivery as I said you actually have to prepare the presentation. So, when you prepare the presentation or I mean write the presentation, you also have to think about the various requirements of various presentations. For example, there are different methods and for every method, you can apply a different method.

Now, what are these methods? What are these methods of presentation? There are four methods of presentation and we shall be talking about them one by one.

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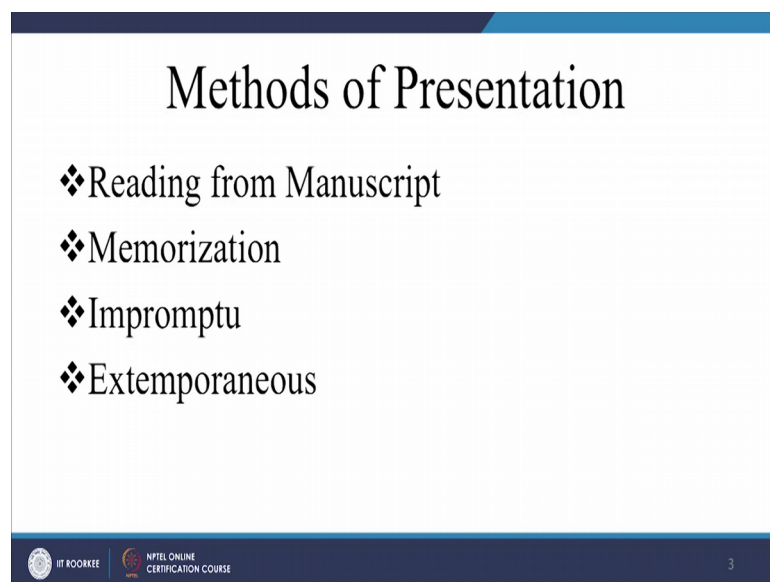


Now, suppose you have been called or you have been invited to deliver a presentation or a speech. You have also been given the topic. Now, as I said the earlier day while you are gathering information about the presentation and you have gathered the presentation information, you are thinking of the method because whether it is a presentation or a speech, you are to speak. So, if you are going to speak, you have to write your

presentation in the same manner because in experience to speakers new people those who are started for them, it is very difficult to give a perfect presentation. Even you know that. When we talk about perfection, let us say perfection is only a misnomer. No one is perfect. Even expert speakers, they also feel that they cannot be perfect.

So, what about you? So, for you it is better while you are drafting your presentation, you are writing your presentation, you should know how to draft it depending upon your ability and the easiest one is you will write a presentation. Isn't it? You might have seen many people writing their presentation and the written presentation, they actually carry and they read it, reading from manuscript.

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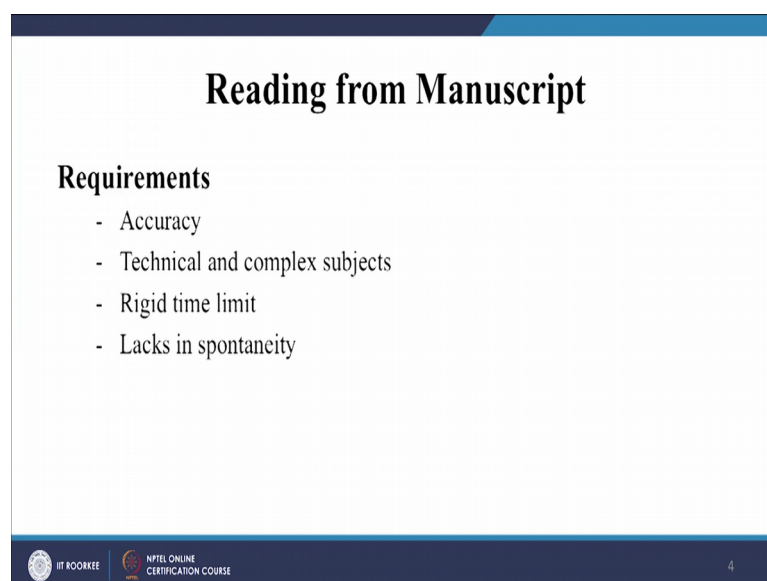
Now, what is this reading from manuscript? You see all of us want to be appreciated and you put all your efforts when you are writing your presentation. So, while writing you want that you should not only choose good words, effective words, meaningful words and sentences, but then you also want that it should be delivered. So, when you think about this presentation to be delivered to the crowd, you also have to think which way you can do better. So, the easiest according to you, not according to me is reading from manuscript. Now, in such a presentation what a person does is, he has the text or the content, the manuscript and when he goes to give the presentation, he will read it for the people, for the audience.

Now, imagine if you keep yourself in the position of your listeners, how will you react if somebody comes with a textual presentation and he reads it. Can you imagine the effect? How the effect is that while the person reads the presentation? He has several challenges. Now, even though this presentation appears very interesting because it is written with much effort, much clear preparation, carefully drafted words, frigid sentences and coats and all, but then you want to read it. Now, the problem is on the technical subject. It is because people want information and they want information which can be accurate. Suppose you are giving a presentation where a lot of data is involved, naturally you would like to see from the text which is there.

Now, what are the requirements of such a presentation? Such a presentation is very challenging. Why? It is because you have certain limitations my dear friend. The limitation is that you have to be very much accurate. Can you be accurate? Now, this accuracy level since you have to accurate, you will read from the text and while reading throughout, you will be with the text and there are chances that you may not be able to look at the audience.

Now, what will happen? I have been saying that for a good presentation, there has to be a very good rapport with the crowd and the speaker.

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Reading from Manuscript

Requirements

- Accuracy
- Technical and complex subjects
- Rigid time limit
- Lacks in spontaneity

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As a speaker if you are reading this presentation from the manuscript, what happens is, you want to read everything to the core, you want to read word by word, you want to

read verbatim even because the subject is complex and you do not want your listeners to have a false information, you want them to have accurate information, but then the organizers have given you only 20 minutes of time or 15 minutes of time. So, this Domoko's sword is hanging on you. You want to finish this presentation say in 20 minutes and you are not able to because you have certain limitations. You cannot be spontaneous. In order to be spontaneous, you have to look at the crowd and you are not that expert that you will both be looking into your text and then looking at the crowd.

From speaker's point of view, again you have a problem. You are not able to lift your eyes my dear friend and when you do not lift your eyes and look at your crowd, what will the impact be. Will you be able to create a rapport? No, not at all. So, there are certain limitations. You cannot lift your eye and moreover because you are reading, you are not bothered whether the words are coming clearly, whether the pauses are coming, whether you have been able to divide perfectly your sentences, whether the meaning accrues from the way you are reading for this one has to be a practice reader which you cannot be when you give a presentation from the manuscript.

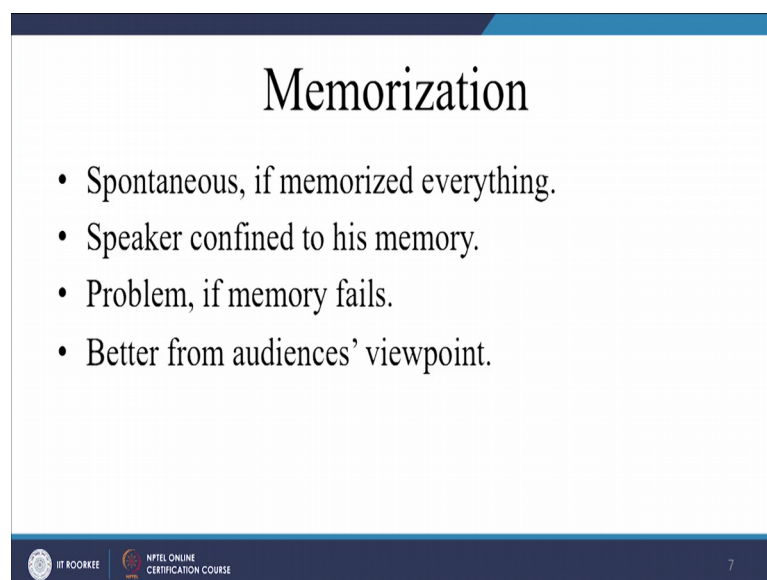
Moreover, you will also find that not only is it difficult to establish the rapport, you will have no control over the crowd and you know you might have often felt even being a spectator or a listener or an audience members that if the speaker is reading from the text, even the audience are not that much interested bearing the few because they feel you are not looking at them, how extra care that took to come here with all sorts of preparation and you are not crusting even a glance at them. How poor, what a pity.

Now, such a presentation also gives you some strain. As a speaker your eyes because they are continuously glued to the text, there is a problem that you are not able to have an eye relief and there can be strain. Moreover you have less opportunity to provide the vocal variety. You know when we are giving the presentation is speaking as I said in one of the lectures has an advantage that it has a sort of spontaneity the way a person speaks, the way a person modulates, the way a person provides intonation, the way he brings certain ups and rises in his voices and the way he stops, the way he pauses, all these are not possible in such a presentation. So, what will happen is, this presentation, this method of preparing a presentation with a way with the help of manuscript is not advisable, especially for new people, for inexperienced people. So, the first method is reading from the manuscript.

So, if reading fails, what do you do? You think let me memorize my presentation. Is not it? So, you start feeling that you can give a better representation by memorizing and then, the debate comes into picture. You are reminded of the way you could have created a sort of rapport with the crowd by looking at the crowd and for that according to you the best way is to memorize.

So, another method of presentation dear friends is memorization. So, you will find when a presentation is memorized, it looks fresh because the speaker has memorized. Now, the question is can you memorize everything? You can memorize words, you can memorize sentences, but then can you also memorize how you will bring a shift in your voice, can you also memorize where to stop, can you also memorize where to be silent, can you also memorize where to give some pauses or can you also memorize how to bring transitions in your sentences or in your patterns of thought. So, memorize this good effective attractive provided you have been able to memorize everything, but again the problem is they have provided you 15 minutes and you are not aware of this speed that you will provide to a memorized presentation because when you memorize the presentation, you want to give the best that you can and as a youngster you think you want to blow your own trumpet by being as fairly as you can.

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The slide features a dark blue header and footer. The main content area is white with a thin blue border. The title 'Memorization' is centered at the top in a large, black, serif font. Below the title is a bulleted list of four points. The footer contains logos for IIT Roorkee and NPTEL Online Certification Course, along with the number 7.

Memorization

- Spontaneous, if memorized everything.
- Speaker confined to his memory.
- Problem, if memory fails.
- Better from audiences' viewpoint.

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The problem is what if you finish before time? Again this problem that people will be thinking that you have to less material, audience will be thinking and they realize also.

You know audience members are not fools; they are wiser than you. So, they know that it is a memorized presentation and the speaker does not have any role here. You are just like a robot. You are simply looking at them and your vocal machine is on a spree to deliver, but the problem again is suppose you miss a particular segment my dear friend. Suppose you forget a particular phrase or a particular quote, what will happen, who will come to your help? The entire memorization process will come to a halt and you will again feel yourself becoming a bust of laughter, you will be struggling for words, you will be struggling for the quote that was very relevant for, you will again be thinking of the strand of thought that was there. Missing one sentence or one unit, one phrase, one thread of part is dangerous in a memorized presentation.

Then, of course many readers, many listeners will feel a sort of delight, but the delight cannot continue for long because the delight will enter into disappear the moment when speaker forget and it is a fact that whatever you memorize, you are a human being, you are bound to forget. So, when you are giving a memorized presentation or a memorized method, you are adopting not only the question of preparing such a presentation is very difficult, but it is also very difficult to continue with this presentation. Now, if reading from the manuscript is not feasible, from your point of view a memorized method is also not good than what then comes another one and that is impromptu.

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Impromptu

- Delivered on the spur of the moment.
- Speaker has to rely on his previous knowledge.
- Anticipate the situation and relate it to your experience.
- Be brief and summarize, if in doubt.
- Avoid speaking, if nothing to say.

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Now, what is Impromptu? Method of presentation in an impromptu method presentation. Now, in impromptu method of presentation, there is no preparation. It is unprepared. Is not it? Now, you also might have come across several situations where without any pre-information, your name is announced and you have to speak. Is it not challenging? Of course, it is even more challenging than reading from the manuscript and from the memorized version, but if it challenging, it is also very much rewarding because such a presentation is giving on the spot, it is given on the spur of the moment. Now, in such a situation how should the speaker because here you do not have time to prepare and for this you can never anticipate when that time will come.

So, for all of you my dear friends, this situation may come any moment. So, you have to prep, to be prepared for such a situation any moment and for this you should always be prepared. Now, again you can say how can we be prepared? No, it is not the time to get prepared. All your past preparations, all your past readings, all your past experiences, all your past ideas, all your past observations, they actually come to your help. In an impromptu presentation, the speaker has to rely on his previous knowledge whatever he has read and you know the topics that they will give.

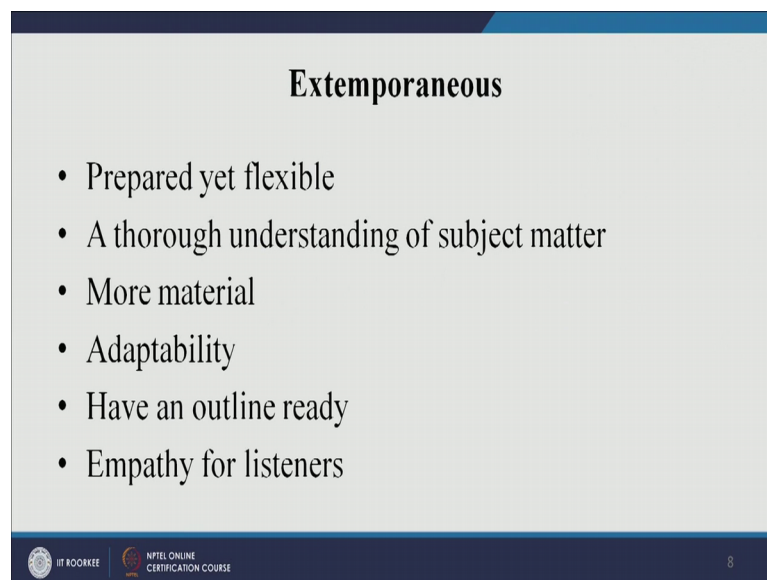
Now, again I will repeat it is best to speak few than to speak more. Now, in such a situation I mean whatever little you might be knowing my dear friend, it is not that you do not know anything. A particular word that way that will actually remind you a lot of experiences which you had come across. So, related to your experience takes some time and you know a fraction of the second can get you reminded of whatever you know. So, speak in such a situation you have to speak, but what can save you is not to speak for a long time. Be brief, be to the point. You should always continue. Even now when you are listening to me, you should start thinking that any moment you may be asked to give a presentation. So, keep on anticipating and when you keep on anticipating, when you keep on visualizing, things will become very easier.

Dear friends, there is nothing good or bad in this world. It is actually the thinking which makes it says William Shakespeare. So, if you start thinking like this because you have got the voice, you have got the caliber, you can do wonders. So, be brief and when you feel that you are now running sort of ideas in an impromptu situation, it is better to summarize. When you summarize, you know when you start summarizing maybe some new things will come, but stop the temptation, reduce the temptation. It is always better

to be silent when you have nothing to say. So, this impromptu method of presentation is more challenging, but it is also more rewarding. An impromptu situation do not come by giving any announcement; it may come any moment. So, get prepared for all this and nothing bad will happen. You will always be better.

The last method of presentation is extemporaneous.

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Now, in such a method of presentation, you will find here also it is unprepared, but then there is a flexibility in it. It is unprepared, but prepared in a different manner. You have full liberty. You do not have time limit fine, but even if there is a time limit, you can prepare your presentation at your leisure and at your own pleasure. So, what you can do is in such a situation or for such a method of presentation, you always should prepare more material than required and since such a presentation has got a lot of flexibility, in such a situation you are going to speak with notes sometimes, with slides sometimes, with the help of some other visual aids.

So, you have a sort of conversation with your audience. In such a situation, you can convert, you can speak with your audience. It is not that it will be so organized, but you know audience love to have a sort of presentation where there is lot of interaction. So, you can go for such a presentation, but then you can well gauge the mood of the audience by looking at their faces, by looking at their eyes. So, if you feel that there is some amount of boredom, you can of course cut. You can of course squeeze, you can of

course skip some of the points. The audience will not feel like you are doing that because such a presentation can only be given by a person who has got a lot of understanding and who has got a sort of expertise over his subject, but remember in order to do justice with his presentation, it is better if you can go with an outline. If you have simply to speak and when you prepare the outline, prepare the outline in such a manner that you are able to understand and you are able to skip.

So, have an outline ready and please because in such a method of presentation, you feel that you have a lot of flexibility. So, you allow this flexibility to understand the mood of the audience and if you feel that they are not with you or they are feeling restless, please have some empathy for listeners and then, you can wind up, but while you wind up you know better how you can create because it is all with language and even though you are speaking in a very interactive manner, in a very interactive method, but that has to be written. I am not talking about the delivery part.

Now, I am simply talking about the preparation. So, the way you prepare your presentation or your speech, you make it conversational no doubt, but think that a speech or a presentation is not a conversation. As we can quote from what a famous speech therapist or a speech teacher says, it is not true that a public speech to be conversational, need sound like a conversation. Though it may appear like a conversation, but it is not a conversation. Conventional differences may make it sound very different.

My dear friends we have talked about the different patterns and methods of presentation, so that you feel yourself, to be in a better frame of mind to draft your presentation. Once you know these methods, once you know these patterns, the time has come that you should know how to make preparations because information, you have methods, you know patterns. You know now is the time that you will plan your presentation because when you have information, the information has to be conveyed, has to be given, has to be spoken and if it is spoken in the right manner with the right spirit, you will become a successful speaker.

Dear friends, we close this lecture and in the next lecture, we shall be talking about the planning and then, we will see how we can organize our presentation.

Thank you very much.