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B.Com Sem I (Communication in everyday life)

* To planning oral Presentation :-

Plan an oral presentation, you must define your purpose and audience, organize your content with a clear introduction, body and conclusion and create engaging visual aids. Finally, practice your delivery multiple times to a timed audience to ensure you are within the time limit and can deliver the content confidently.

• Steps for Planning Your Oral Presentation :-

- ① Determine your reasoning for this presentation.
 - ② Keep only the most important information
 - ③ Know your audience
 - ④ Create an outline
 - ⑤ Practice your delivery
- To prepare an effective oral presentation, you should first determine its purpose and analyze your audience, then research your topic to select and organize your main ideas. Next, draft the content, create any necessary visual aids, and most importantly, rehearse the delivery multiple times to build confidence and refine your style.