BBI 2420
ORAL INTERACTION SKILLS
PJJ PROGRAMME
SECOND FACE TO FACE SESSION
SEMESTER 2, 2014/2015
12TH APRIL 2015
Ms Nurul Farhana Abd Razak
I still have not received the Assignment 1 of:

1. J37922
2. J42099
3. J45348
4. J45350
5. J45352
6. J45373
7. J45392
8. J45411
9. J45412
10. J45448
11. J45465
Announcement!

Please register as a Student in www.edmodo.com Group Code: zcvyp6. Registration is **COMPULSORY**.
UNIT 4
Oral Presentation
Objectives (pg 51)

• Organise/outline an oral presentation
• Use appropriate question form to design a questionnaire
• Structure effective interview questions
• Use visual aids effectively in presentations
• Give an oral presentation of a survey
What is an Oral Presentation?

The art of delivering a speech or a presentation on a one to one basis or to a group of people.
A Good Presentation

Systematic
Orderly
Effective
Dynamic

• Can have great impact on the audience as it will help the audience understand and remember the subject.
Oral Presentation Guidelines

1. Choose a topic (pg 53)

2. Determine your objectives (pg 53)

3. Design questionnaire (15–20 questions) & interviews to meet your survey objectives (pg 54-59)

4. Distribute questionnaires to 30 respondents & interview 1 person.

5. Analyse & present the data in power point slides
   Include the video clips of the interviews
Analysing the Data

Present your results using:
- Tables
- Charts
- Graphs

Sales

Series 1
Series 2
Series 3

1st Qtr
2nd Qtr
3rd Qtr
4th Qtr

Category 1 Category 2 Category 3 Category 4
1. Introduction/Background of the study

2. Methods/Approach: Population (Who your respondents are), Location, Step-by-step process, Limitations faced

3. Findings/Results/Discussion (Use charts/graphs to analyse data)

4. Conclusion/Recommendations

Organising the Presentation (pg 60)
Presenting Your Survey

Your language should be:

• Simple
• Meaningful
• Accurate
• Clear
• Vivid
• Appropriate

• Using Visual Aids (PG. 61-62)
Preparing Visual Aids (pg61)

Your visual aid should:
• Provide clarity
• Generate interest
• Help memory retention
• Guide the speaker on track
• Become replacement of notes
• Help break monotony and boredom

More information on Powerpoint Slides:

www2.ensc.sfu.ca/grad/theses/tips/Effective_presentation.ppt
Remember!

- Be very clear about how much time you have.
- Face your audience at all times (although you use the PowerPoint).
- The first slide should announce the title of your presentation.
- Each slide should have a clear heading.
- Each slide should normally contain around 25-35 words.
- Make appropriate use of pictures/anecdotes – It is a good idea to break up text with illustrations and it is true that a picture is worth a thousand words. Meanwhile, a very short story or case study or personal experience will act as an effective illustration of a point, add 'colour' to your presentation, and be remembered by listeners.
7 POINTERS FOR A GOOD PRESENTATION

1. Be neat & avoid to cram too much into one slide

2. Be brief- use key words rather than long sentences, simplicity is vital to focus on key points. Repeat key insights, too.

3. Use colour to emphasis

4. Use illustrations to get across key concepts – may include limited animation

5. Use a large font to cater the audience & be sensitive to the audience

6. Make eye contact, be ready to skip slides if time is short

7. Practice! Practice makes perfect!
How to Improve?

• Practise by yourself
  (not only to remember points but also to polish intonation, stress, pronunciation, etc.)
• Practise in front of your friends
• Practise in front of the webcam
  (watch footage after that)
• Observe effective speakers and adopt their successful habits
• Focus on a clear goal and message
Assignment 2: Oral Presentation

• Group activity (3-4 members in a group).
• Choose your own topic for a survey.
• Create a questionnaire (15 – 20 questions) for the survey and each group should collect data from at least 30 respondents.
• Every group member must also conduct a 2-minutes interview session (one-to-one) as part of the survey. Interview needs to be video recorded in either AVI or WMV format.
• Analyse and present the results and findings of the survey by video recording your presentation (Each group: 15 – 20 minutes).
• Use Audio Visual Aids; e.g. Microsoft PowerPoint (1st slide must consist of the title of the survey, names, and matric numbers of all members).
Assignment 2: Oral Presentation

What should be on the slides?

• First slide
  (include the subject’s name, the topic, all group members’ name and matric number)
• Some background information about your topic
  (why do you choose this topic? What significance does it imply?)
• Objectives of the survey
• Findings and comments
• Recommendations
• Conclusion
  (a summary of everything)
Assignment 2: Oral Presentation

• **Every** group member **must present** and it should be video-recorded. Each group member presents a part of the survey conducted by the group.

• Ensure that **the slides and the speaker can be clearly seen** in the video recording.

• Burn a **softcopy** of the **presentation video**, the **individual interview videos**, and the **questionnaire** in a DVD-R.

• After you burn the softcopy onto the DVD-R, check all files in your DVD-R. **Make sure all documents can be opened and all videos can be played**.

• Print a **hardcopy** of the **PowerPoint slides**.

• Submit the **DVD-R** (in a **HARD-casing**), the hardcopy of the **PowerPoint slides** and **4 answered questionnaire** in a **sealed envelope** to **UPMET / UPMET Learning Centres**.

**Note:**

Do not forget to **label** the **DVD-R** and the **sealed envelope** with all of the group members’ name, matric number and **PHONE NUMBERS**.
Announcement!

Due date of Assignment 2:

7\textsuperscript{th} May 2015

\textbf{NO} LATE SUBMISSION is allowed.
Thank you for your attention.

Do you have any question?

For further detailed information, please contact me via:
Edmodo
or SMS/Whatsapp
or straight away call me at 016-2840264 if it is urgent.