BBI 2420
ORAL INTERACTION SKILLS

Miss Ranmeet Kaur
PJJ PROGRAMME
SECOND FACE TO FACE SESSION
SEMESTER 1, 2015/2016
21st NOVEMBER 2015
OBJECTIVES

At the end of this unit, students should be able to:

• Organise/outline an oral presentation

• Use appropriate question form to design a questionnaire

• Structure effective interview questions

• Use visual aids effectively in presentations

• To give an oral presentation of survey
WHAT IS AN ORAL PRESENTATION?

Oral presentation is the art of delivering a speech before a group of people.
What is a good & interesting 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

(PG.52)

1. Choose a topic

2. Determine your objectives

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

4. Distribute your questionnaire to 30 respondents & interview 1 person (2 mins in length per person) & video-tape the interview

5. Analyse the data & prepare power point slides
   • Include the video clips of the interviews
SURVEY- QUESTIONNAIRE & INTERVIEW

• QUESTIONNAIRE (PG. 56 & 57)
• INTERVIEW (PG.58)
ANALYSING THE DATA

- PRESENT YOUR RESULTS USING
  - Pie charts
  - Graphs
  - Tables
ORGANISING THE PRESENTATION (PG. 60)

1. Background of the study/Introduction

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

3. Findings (Data analysis- use charts/graphs)

4. Conclusion/Recommendation(s)
PRESENTING YOUR SURVEY

• Using the language
  - Simple
  - Meaningful
  - Accurate
  - Clear
  - 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
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**
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?

• Practice by yourself
  (not only to remember points but also to polish intonation, stress, pronunciation, etc.)

• Practice in front of your friends

• Practice in front of the webcam (watch footage after that)

• Take note of effective speakers and adopt their successful habits

• Focus on a clear goal and message
ASSIGNMENT 2: ORAL PRESENTATION

• **Group** activity (2-3 persons in a group).
• **Choose** your own **topic** for a **survey**.
• **Create a questionnaire (15 – 20 questions)** for the survey and collect data from at least **30 respondents**.
• Every group member **must** also **conduct a 2 minute interview session** (one-to-one) as part of the survey. Interview needs to be recorded in either **AVI** or **WMV** format.
• **Analyse** and **present** the results and findings of the survey by **video recording** yourselves (10 – 15 minutes long).
• 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 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.

• Print a hardcopy of the PowerPoint slides.

• Submit the DVD-R (in a hard-casing) and the hardcopy of the PowerPoint slides 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’ names and matric numbers.
DUE DATE

Assignment 2 = 1st December 2015

NO LATE SUBMISSION is allowed.
Q & A 😊

Thank you for your attention! 🙂