

Nuances or Modes or Methods of Delivery / Presentation:

Good planning is the backbone of good presentation. Equally important or perhaps more important is the manner of delivery. Antonio, after the assassination of Julius Caesar, delivered a funeral speech and won the mob by his oratory. The mob that was earlier supporting Brutus and others suddenly turned against them. It is, of course, the power of speech that may turn a dull topic into interesting one whereas poor delivery or bad presentation may spoil the entire presentation howsoever significant it is.

So, once the speaker has planned and developed the content of his presentation, he should begin practicing his delivery, since it is not as important as, what to say, as it's how to say?

There are a variety of delivery methods but a speaker should choose those which are easier to handle, some such methods are listed below:

- 1) Memorizing the Manuscript**
- 2) Reading the Manuscript**
- 3) Speaking from notes**
- 4) Extemporaneous / Impromptu Speaking**

1) Memorizing the Manuscript:

(Manuscript – Hand written matter, a copy of a book before it is printed)

This method of presentation can be one of the most effective methods of presentation. But it requires an extraordinary power to memorize because if the presenter forgets his text, his speech will sound stilled / unnatural / too formal. Besides he will become a butt of ridicule. He, therefore, should avoid memorizing long speeches. Memorizing a quotation, an opening paragraph, or a few concluding remarks will strengthen his delivery and impress the audience.

2) Reading the Manuscript:

It means read out the written material aloud. This method is often used whenever a complex or technical presentation is made such as the description of some machine or the policy matters of an organization. Reading intelligibly is an art, which can also be learnt after much practice. Once the manuscript of a presentation is prepared, the reader should do a lot of practice and rehearse again and again. In verbatim (word by word) reporting, the reader and listener contact is often interrupted. Moreover, such word for word reporting becomes dull and monotonous. For effective manuscript presentation, the reader should follow the below mentioned suggestions:

- A. Be familiar with the text by reading it again and again.
- B. Learn right pronunciation of the technical terms used.
- C. Maintain proper flow of the language for which proper pause and voice modulation can be used.

3) Speaking from Notes:

Making presentation with the help of an outline is a very common method of presentation. The speaker prepares notes on a sheet or cards and then with the help of appropriate audio visual aids, he makes his presentation. This process makes the delivery easy and impressive. The speaker while making presentation maintains eye-contact with the audience and never for a moment the presentation becomes mechanical, dull or monotonous. Practice indeed makes perfect. An inexperienced speaker should do proper rehearsal before making presentation.

4) Extemporaneous / Impromptu Speaking:

The words extemporaneous or impromptu means done without preparation or planning. The term impromptu speech, thus, means a speech delivered without any preparation done beforehand i.e. unrehearsed delivery in speech. Such impromptu speeches of formal mode should be avoided. They can be made after some caution. To quote Bovee, Thill and Schatzman, "You might have to give an impromptu or unrehearsed speech if you're called on to speak unexpectedly or if you have agreed to speak but neglected to prepare your speech. Avoid speaking unprepared unless you have spoken countless times on the same topic or are an extremely good public speaker. When you are asked to speak 'off the cuff', take a moment to think through what you will say. Then avoid the temptation to ramble."