Technical Communication and Oral Presentations

The way people should behave during oral presentations is described by many writers and paper men. One can find thousand useful words which can help at the official oral presentation. John Windsor, the author of the article "Presenting Smart: What Story Do Your Graphics Tell?", provides a reader with some certain rules as to how one should choose appropriate visual aids for oral presentations. According to his experience, relevance is the most important element in presentation pictures. They should not be boring and uninformative; visual aids should be relevant to the audience, your business and it would compulsory bring success to your oral presentation. Kathy Reiffenstein devoted her article to "Five Things Not to Do in Front of an Audience". She stressed that future cooperation with partners and a number of clients depend on the way the oral presentation was carried out. The author underlines that everyone should follow certain rules:

- be organized (the facts of the presentation material should properly organized);
- do not concentrate too much attention on your personality;
- do not ignore questions of the audience;
- do not make the presentation too tense and formal, try to mix it with some life stories;
- try not to apologize for some misspeaking or wrong slide.

One more important aspect of oral presentations success was covered by Gwen Parsons in "The Way I See It: Got Trade Show Troubles?" She focuses on the ways of maximizing investments and attracting more clients by way of oral presentation. The most important thing, according to her material, is to promote your presence in advance and attract more visitors.

The articles researched above clear up the way the oral presentation should be carried out. I for one consider that my own presentation would focus on the rules mentioned above in order to reach success. The usage of appropriate visual aids and right strategy would lead to rapid increase of clients, investments and business partners.

Oral Presentations For Technical Communication

Rebecca E. Burnett

Oral Presentations For Technical Communication:

   Oral Presentations for Technical Communications Laura J. Gurak,1999-10-01 *Oral Presentations for Technical Communication* Laura J. Gurak,2000 Oral Presentations for Technical Communication provides what most technical communication books lack clear accessible instruction on speaking This book helps professionals master public speaking in a technical or scientific environment whether it be through traditional presentations with whiteboards and flipcharts or presentations with computer software such as PowerPoint Unlike most general speech texts which include examples from various disciplines Oral Presentations uses specific examples from the fields of science and technology and shows how skilled technical communicators make complex information accessible to non technical audiences The first three parts of the book focus on basic skills and concepts including four basic types of presentations relevant to technical communication The last two parts introduce more advanced topics such as legal privacy and censorship issues and the changing nature of presentations in the digital age Oral Presentations thus brings together the best most current instruction from three fields technical communication rhetoric speech communication and computer and information technology For professionals in public speaking oral presentations and technical communication **Technical Communication 8e + Oral Presentations in the Composition Course** Mike Markel,Matthew Duncan,Gustav W. Friedrich,2006-07-14 *Writing and Speaking in the Technology Professions* David F. Beer,2003-07-04 An updated edition of the classic guide to technical communication Consider that 20 to 50 percent of a technology professional s time is spent communicating with others Whether writing a memo preparing a set of procedures or making an oral presentation effective communication is vital to your professional success This anthology delivers concrete advice from the foremost experts on how to communicate more effectively in the workplace The revised and expanded second edition of this popular book completely updates the original providing authoritative guidance on communicating via modern technology in the contemporary work environment Two new sections on global communication and the Internet address communicating effectively in the context of increased e mail and web usage As in the original David Beer s Second Edition discusses a variety of approaches such as Writing technical documents that are clear and effective Giving oral presentations more confidently Using graphics and other visual aids judiciously Holding productive meetings Becoming an effective listener The new edition also includes updated articles on working with others to get results and on giving directions that work Each article is aimed specifically at the needs of engineers and others in the technology professions and is written by a practicing engineer or a technical communicator Technical engineers IEEE society members and technical writing teachers will find this updated edition of David Beer s classic Writing and Speaking in the Technology Professions an invaluable guide to successful communication *Communication Practices in Engineering, Manufacturing, and Research for Food and Water Safety* David Wright,2015-08-11 This book demonstrates some of the ways in which communication and developing technologies can improve global food and water safety by providing a historical

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