



**R.C.Patel College Of Engineering &  
Polytechnic, Shirpur**  
Department of Applied Science & Humanities



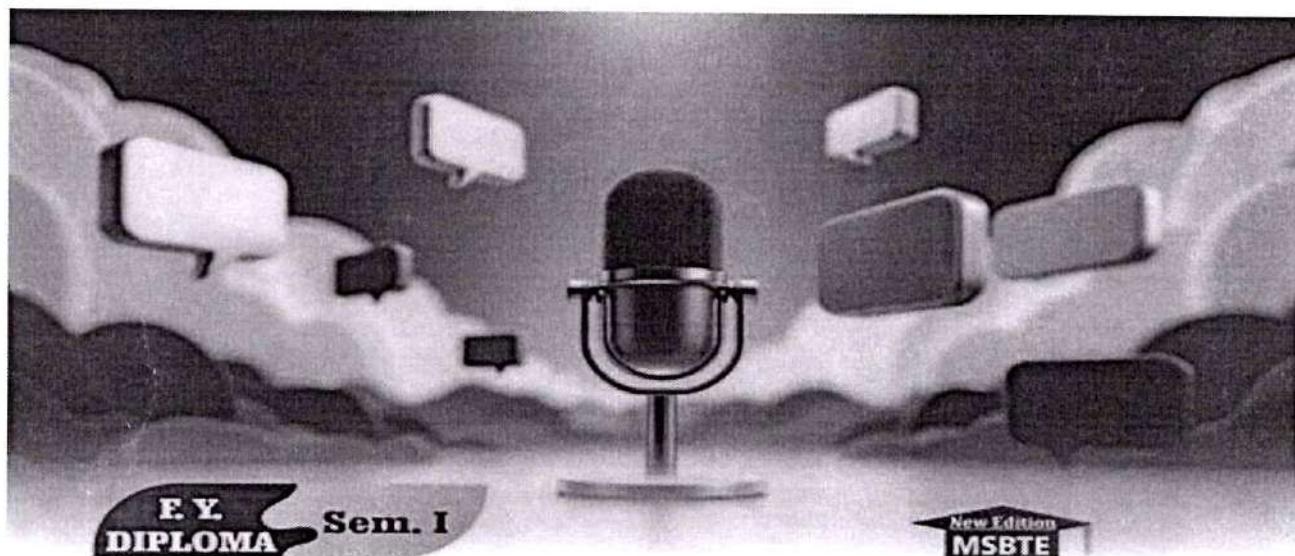
**Unit Title - Presentation Skills**

**Semester- First**

**Course Code – FY CO/CW/EE/CE/ME**

**Subject Code - 311303**

| Unit | Title               | COs | Learning hours | R Level | U Level | A Level | Total Marks |
|------|---------------------|-----|----------------|---------|---------|---------|-------------|
| 5    | Presentation Skills | CO5 | 06             | 02      | 02      | 04      | 08          |



As per new revised 'K' Scheme w.e.f. academic year 2023-2024

**Communication Skills  
(ENGLISH)**

**(Code : 311303)**

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## UNIT-V

### Presentation Skills

#### Introduction:

In this chapter, we will explore the importance of dressing and grooming, as well as the impact they have on personal image and self-confidence. As a student, you are at an age where developing good dressing and grooming habits can significantly contribute to your overall personality and self presentation.

#### DRESSING FOR SUCCESS

Q. What is appropriate dressing for success?  
Dressing appropriately is essential in both academic and professional settings. When you dress well, you not only create a positive impression on others but also feel more confident and focused. Here are some tips for dressing for success.

##### 1) Dressing according to the Occasion

Understand the dress code for different events or situations. Dressing appropriately shows respect for the occasion and those around you.

##### 2) Build a versatile Wardrobe

Invest in essential pieces like well-fitted trousers, skirts, shirts, blouses, and a blazer. Having a few versatile pieces allows you to mix and match various outfits.

##### 3) Personal style

While following dress code, don't be afraid to incorporate your personal style. Expressing

Yourself through clothing can boost self confidence.

#### 4) Pay Attention to Grooming

Dressing well goes hand in hand with proper grooming. Ensure your clothes are clean, ironed, and in good condition. Maintain personal hygiene and grooming habits, including regular haircuts and nail care.

### DRESSING FOR CONFIDENCE

Q. How does dressing boost your confidence? Your appearance can significantly influence your self-confidence and how you perceive yourself. When you feel good about how you look, it positively impacts your attitude and interactions with others. Here are some ways to dress for confidence:

#### 1) Wear clothes that fit well

Till-fitting clothes can make you feel uncomfortable and self-conscious. Choose clothes that flatter your body type and make you feel comfortable.

#### 2) Choose colors that suit you

Different colors can evoke different emotions and moods. Find colours that complement your skin tone and make you feel vibrant.

#### 3) Pay Attention to Accessories

Accessories can enhance your outfit and add a touch of personality. Use accessories to express your style, but avoid going overboard.

#### 4) Stand tall and own your style

Confidence comes from within. Stand tall,

maintain good posture, and embrace your unique style with pride.

## GROOMING

This involves speaking with professionalism and in a way that conveys respect for your audience. It includes avoiding jargon, using appropriate language for your topic, and talking in a manner that conveys intelligence and trustworthiness.

In communication skills "grooming" refers to cultivating a polished and professional persona through attention to personal appearance, body language, and social etiquette to create a positive first impression. It involves aspects like neat attire, good hygiene, confident posture and gestures, effective speaking, active listening and polite interaction to project professionalism, confidence and competence in social and professional settings.

## Do's for Dressing and Grooming

### 1) Do Dress Appropriately for the Occassion

consider the event or setting and dress accordingly. Follow dress code for formal, casual or professional gatherings.

### 2) Do wear well-fitted clothes

choose clothes that fit your body shape well. Well-fitted clothes enhance your appearance and make you feel more confident.

### 3) Do maintain good personal hygiene

Regularly bathe, brush your teeth and groom your hair. Good personal hygiene is essential for a neat and polished look.

#### 4) Do keep your clothes clean and wrinkle-free

Ensure your clothes are clean, ironed, and in good condition. A tidy appearance makes a positive impression.

#### 5) Do Accessorize thoughtfully

Add accessories to complement your outfit, such as a watch, scarf, or simple jewelry. Accessories can elevate your look.

#### 6) Do dress for comfort

Prioritize comfort while choosing your outfit. When you are comfortable, it reflects in your body language and confidence.

#### 7) Do embrace your personal style

Dress in always that reflects your personality and individuality. Express yourself through your clothing choices.

#### 8) Do pay attention to grooming

Maintain a well-groomed appearance, including clean nails, well kept hair, and trimmed facial hair.

#### 9) Do choose colours that complement your skin tone

Experiment with colours to find ones that suit you best and enhance your complexion.

#### 10) Do dress with respect for diversity

Be mindful of cultural and religious sensitivities when dressing, especially in diverse setting.

## Don'ts for Dressing and Grooming

### 1) Don't overdress or under dress

Avoid wearing overly formal or casual attire for an event. Dress appropriately shows respect.

### 2) Don't wear ill-fitting clothes

Avoid clothes that are too tight or too loose. Ill-fitting clothes can appear sloppy and uncomfortable.

### 3) Don't neglect Personal Hygiene

Maintain good personal hygiene including grooming and dental care, to avoid unpleasant odors or appearance.

### 4) Don't overdo accessories

Avoid wearing too many accessories at once, as it can overpower your outfit and look cluttered.

### 5) Don't follow trends Blindly

While it is good to be fashionable, don't feel obligated to follow every trend. Stick to what suits your style and personality.

### 6) Don't wear damaged or stained clothes

Avoid wearing clothes with visible tears, stains or fading. Opt for well-maintained clothing.

### 7) Don't forget about footwear

Pay attention to your footwear. Worn-out or dirty shoes can detract from an otherwise well-dressed appearance.

### 8) Don't overuse fragrances

Apply perfume or cologne sparingly. Strong scent can be overpowering and may bother others.

### 9) Don't be Insensitive to dress code

Respect dress code in various environments, such as school, work or religious settings.

### 10) Don't Sacrifice comfort for style

While looking stylish is important, prioritize comfort and wear clothes that make you feel at ease. By following these do's and don'ts you can ensure that present yourself confidently and respectfully through your dressing and grooming choices. Remember, dressing and grooming are about feeling good and expressing authentic self. Strike a balance between style and comfort and let your personality shine through.

## 5.2 SPEECH WRITING

### Introduction

1) Speech is the act of public speaking. It is communicating verbally or orally in front of a group of people gathered for meeting, seminar or conference. Speaking in front of large audience can be formal, yet also informal. Speech is a crucial oral communication medium that allows the speaker to convey information verbally to the audience. In meetings, seminars, conferences etc. Speech is typically the most effective medium for communicating the message.

2) Speeches are really powerful. They have the power to transform any circumstance whether hostile or amicable into another. They have the ability to both heighten or release tension. It is impossible to undervalue the impact of well-written, motivational, inspirational and thought provoking speeches.

### Types of speeches

Speeches can be of various types: 1) The informative speech, 2) The persuasive speech, 3) Welcome speech 4) Introducing to a guest 5) Farewell speech 6) Vote of thanks

#### 1) Informative speech

1) An informative speech is one whose main objective is to define, explain, describe or demonstrate something. An informative speech aims to provide information extensively, thoroughly, comprehensively and clearly so that the audience can absorb the content.

11) The way you structure your speech will vary based on whether you are defining, explaining, describing or demonstrating and also on your specific objective.

111) Visual aids work effectively in informative demonstration speeches to demonstrate the process step-by-step using real world items.

## 2) Persuasive speech

Speeches intended to persuade audiences to act or alter their minds about a subject are known as persuasive speeches. When making a persuasive argument, state your position on what is good and what is bad and the reason why you believe so straightforwardly. You should introduce your thesis statement at the outset. This conveys to listeners that you wish to convince them of your point of view because your goal is to persuade them by means of logic and reasoning.

## 3) Welcome speech

A welcome speech marks the start of any special event or occasion requiring a formal opening. It could be a seminar, guest lecture, workshop, induction, orientation and much more. It is etiquette to welcome an individual or group to an organization with a welcome speech. It is a formality that makes people feel welcomed, supported and motivated.

Example of Welcome speech

"Good morning one and all present here! I am privileged to have the pleasant task of

welcoming the guest gathering for the induction of first year students. On behalf of (name of the institute), I extend a warm welcome to the chief Guest (name of the chief guest), Principal, Heads of the Departments, staff, Parents and the first year students. I request the principal to felicitate the honorable chief guest (name). Now I request our principal (name) to address the audience."

### Exercise: Prepare speeches for the following situations

I) As a student coordinator, draft a welcome speech for the Paper Presentation Competition organized by your department.

II) As a faculty coordinator, draft a welcome speech for the inaugural function of a social activity organized by your institute.

III) Draft a welcome speech for Dr. Khare, an industrialist from your region who is invited to your institute for a talk on 'Expectations of the industry from the diploma holders'.

### 4) Speech for introducing a guest

There are many professional and academic circumstances that call for a guest speaker. If you are ever in a position of introducing guest speakers then it will help you to know how to deliver your introductions in a way that is informative, entertaining and easy to understand. While introducing guest speaker, the purpose is to inform the audience of the topic, the topic is relevance to the audience

and the speaker's relevance to that topic.

Example of introducing a guest speaker at a School Event

"Good morning, everyone!

Today we have a very special guest with us who is here to share their incredible journey and inspire us all. [Guest speaker's name]

is a renowned [Occupation/Title] and someone who has made a significant impact in [Field/Area of Expertise].

They have achieved remarkable success and have overcome challenges through hard work and determination. But what truly sets them apart is their passion for giving back to the community and helping others.

Their story is not only motivating but also a reminder that with dedication and a positive mindset, we can achieve anything we set our minds to.

So, without further ado, let's warmly welcome [Guest speaker's Name] to the stage. We can't wait to hear their inspiring words and learn from their experiences."

Exercise: Prepare speeches for the following situations.

1) Your department / Institute has organized a guest Lecture on 'Skill India'. Introduce the speaker to the audience.

2) Draft a speech to introduce the chief guest for the first year Induction program organized by your institute.

3) Draft a speech to introduce the chief guest Dr. Mehta who is invited to conduct a three days workshop on 'Goal setting'.

### 3) Farewell Speech by an Employee

Good evening everyone!

It is difficult to express my feelings today as I am leaving..... When I got here so many years ago, I never realized how connected I was to have such a warm community of people around me. Many times I have humbled by the kindness of your hearts. Tomorrow I will wake up in my new life, full of yet-to-be realized opportunities, and empty of your company. I will be in a strange limbo (Castle)

### 4) Vote of Thanks

Presenting Vote of thanks at the end of any function seems to be very important since it will be a beginning for the next function. Saying thanks to everybody without missing a single person is an art.

Here is a common list of members to whom we have to thank. This is for any educational institution. For other organisations, you have to select according to the hierarchy.

- a) founder of the Institution
- b) Head of the institution
- c) Directors / Vice Presidents
- d) Head of the Departments
- e) Faculties
- f) Students

- g) Press people
- h) Office Administration
- i) Non-Teaching faculties
- j) Estate office
- k) And all others

Good evening all!

As all good things come to an end in life, we hardly realize that we receive a great deal more than we give, and that is only with gratitude that life becomes rich. On behalf of (Name of the Institute), I take this opportunity to propose vote of thanks.

At the outset, I thank our chief Guest for today (Name). Sir we are really enlightened by your presence. I would like to extend my gratitude to the management for giving us this platform to conduct this Inaugural function. We are thankful to our honorable Founder president (Name) and Founder Secretary (Name) for gracing this occasion.

I express my sincere thanks to the Directors of all institutes for their presence today. A special thanks to the organizing committee teaching & non-teaching staff for their unstinted support & coordination.

The Success of this Inaugural Function is incomplete without thanking the faculty and teams participating. Our heartfelt thanks

to each and everyone in making this event a vibrant success and memorable. Thank you all for coming and being a wonderful

audience. With these warm words and kind message, we move to the end of today's inaugural function.

Exercise: Prepare speeches for the following situations

- 1) Your institute has organized an intercollegiate technical event. Give vote of thanks to all concerned members.
- 2) The Sports Events organized by your institute have come to an end. As a Sport In charge, Give vote of thanks.
- 3) Prepare vote of thanks for the Annual Gathering of your institute.

## 5.3 Power Point presentation

### Introduction

In this chapter, we will explore the essential elements of creating effective Powerpoint presentations. A well-designed presentation can captivate your audience and enhance the impact of your message. Let's delve into the key aspects of layout, font size, and colour combinations. Preparing a Powerpoint presentation involves careful planning, information effectively. Here's a step-by-step guide to help you create a compelling Powerpoint presentation:

#### 1) Define your purpose and audience:

Identify the main purpose of your presentation and who your target audience is. Understanding your audience will help you tailor your content to their needs and interests.

#### 2) Outline your content:

Create an outline for your presentation, organizing the main points and key messages you want to convey. This will serve as the backbone of your Powerpoint.

#### 3) Choose a suitable Design:

Select an appropriate Powerpoint template or theme that complements the topic and tone of your presentation, keep the design simple, clean and visually appealing.

#### 4) Limit the Number of Slides:

Keep your presentation concise and avoid overwhelming your audience with too. Generally

10-20 slides are sufficient for a standard presentation many slides.

#### 5) Use Clear and Concise text:

Keep text on each slide brief and easy to read. Use bullet points or short phrases instead of long paragraphs. Avoid using too many fancy fonts and stick to a clear and readable font style.

#### 6) Utilize Visuals:

Incorporate relevant images, charts, graphs, and diagrams to support your content and make the presentation visually appealing. Visuals can help reinforce your message and keep the audience engaged.

#### 7) Maintain consistent formatting:

Ensure consistency in font size, colour scheme, and alignment throughout the presentation. This gives your powerpoint a polished and professional look.

#### 8) Add transitions and animations (Optional)

Use slide transitions and animations sparingly to add a touch of dynamism to your presentation. However, avoid overusing them, as excessive animations can distract from your content.

#### 9) Practice your delivery:

Practice presenting your powerpoint multiple times to become familiar with the flow of the content. This will help you deliver your speech confidently during the actual presentation.

#### 10) Prepare for Q & A:

Anticipate potential questions your audience may have and be prepared to answer them during the Q & A session after your presentation.

## 11) Rehearse timing

Time your presentation to ensure it fits within the allocated time. Avoid rushing through slides or exceeding the time limit.

## 12) Save and back up your presentation

Save your powerpoint presentation and create a backup copy to avoid any potential data loss.

Remember, a successful powerpoint presentation is a combination of compelling content, engaging visuals, and confident delivery. With careful presentation and practice, you can deliver an impactful and effective presentation that resonates with your audience.

## DO's and Don'ts of power-point presentations

### Do's

#### 1) keep it simple

Stick to a clean and uncluttered design. Avoid using too many colours, fonts, or animations that may distract from your content.

#### 2) Use clear and readable font:

choose fonts that are easy to read, even from a distance. sans-serif fonts like Arial or Calibri are good choices for body text.

#### 3) Use high-quality image:

Use relevant and high-resolution images that enhance your message. Avoid using blurry or pixelated images.

#### 4) Be consistent: maintain a consistent design throughout the presentation, including font styles

colours, and formatting.

### 5) Limit text on slides:

Use bullet points or short phrases instead of long paragraphs. Your slides should be a visual aid, not a script.

### 6) Utilize slide transitions and animations sparingly:

Use transitions and animations to add a touch of professionalism, but avoid overusing them, as they can become distracting.

### 7) Practice your delivery:

Rehearse your presentation multiple times to become familiar with the content and ensure a confident delivery.

### 8) Engage your audience:

Use storytelling, anecdotes, or interactive elements to keep your audience engaged and interested.

### 9) Use graphs and charts:

Incorporate visual aids like graphs and charts to present data and statistics effectively.

### 10) Proofread your presentation:

check for spelling and grammatical errors before delivering your presentation.

## Don'ts

### 1) Overload slides with text:

Avoid cramming too much text on one slide. Keep it concise and focus on key points.

### 2) Use small font size:

Use font sizes that are large enough for easy reading, especially for those in the back of the room.

### 3) Rely too much on slide transitions:

Don't rely solely on slide transitions and animations to impress your audience. Content and delivery are more important.

### 4) Use too many slide effects:

Avoid excessive animations, sound effects, or flashy transitions that can be distracting.

### 5) Depend on the presentation alone:

Don't read directly from the slides. Use them as visual aids to support your speech, not as a script.

### 6) Use Copyrighted material without permission

Avoid using copyrighted images, videos or content without proper permission or attribution.

### 7) Rush through the presentation:

Don't rush through your slides or go too fast. Allow time for the audience to process the information.

### 8) Include Irrelevant Information:

Stick to the main topic and avoid adding irrelevant content that may confuse your audience.

### 9) Turn your Back to the Audience:

Maintain eye contact with your audience and avoid turning your back to them while referring to the slides.

### 10) Forget to save a Backup:

Always save a backup copy of your presentation to avoid losing your work in case of technical issues.

By following these do's and don'ts you can create a well-crafted and engaging power-

point presentation that effectively conveys your message and captivate your audience.

## LAYOUT

The layout of your presentation plays a crucial role in conveying information clearly and logically. Here are some layout tips.

### A) Keep it clean and simple

Avoid clutter and excessive text. Each slide should focus on one main point or idea.

### B) Use Consistent slide design

Choose a consistent background, font styles, and colour scheme throughout the presentation. This creates a professional and cohesive look.

### C) Organize content Hierarchically:

Arrange content with a clear hierarchy, using headings, subheadings and bullet points to structure your information.

### D) Utilize white space:

Allow ample white space around text and graphics to enhance readability and visual appeal.

### E) Balance text and visuals:

Use visuals, such as images, charts and diagrams, to complement your text and make the presentation more engaging.

## FONT SIZE

Font size is a crucial aspect of presentation design, as it determines readability and ensures your audience can easily follow your content.

Here are some font size guidelines.

### A] Title font

Use a bold and larger font size for slide titles. This should be the most prominent text on the slide.

### B] Body font:

Choose a clear and readable font of the main content. The recommended font size for body text is typically between 24 to 32 points.

### C] Subheadings and bullet points:

Use slightly smaller font size for subheadings and bullet points, usually between 24 to 28 points.

### D] Avoid excessive font variation:

Stick to two or three font sizes to maintain consistency and visual harmony.

## COLOR COMBINATIONS

A) Colour choices in your powerpoint presentation can evoke emotions and influence how your audience perceives your content. Consider the following tips for colour combinations.

B) Limit the color palette: choose a harmonious colour scheme with 2 to 4 primary colours. Too many colours can be distracting.

C) Contrast for readability: Ensure there is sufficient contrast between the background and text colours to improve legibility.

D) Consistent colour usage: maintain consistency in colour application across slides for a cohesive and professional look.

E) Consider cultural meanings: Be mindful of cultural associations with colours, as they can vary in different regions or contexts.

F) Use colour to highlight information: Employ colour to emphasize key points, data or headings, guiding the audience's focus.

## 5.4 Non verbal and graphical communication

It is another mode of communication. Every verbal communication requires non verbal codes such as facial expression, gestures, postures etc. Most of listeners fail in understanding the language but can understand to non verbal codes. Even the illiterate can understand non-verbal language because it is without use of words.

### Importance of non verbal and graphical communication:

- 1) It is used to repeat the verbal message.
- 2) It is used to accent a word.
- 3) It regulates interaction.
- 4) It may substitute the verbal message especially if it is blocked by noise.
- 5) It is significant in intercultural situation.

### Non verbal communication

The communication without using words with the help of expressions, body language, sounds, signs and symbols is known as Non-verbal communication. In it graph, chart, sound, symbols, colours, body movements and silence are used.

## Types of Non-verbal communication:

There are two types of Non-verbal communication.

- 1) Body language
- 2) Visual or graphic language

### 1) Body language:

Body language includes

- a) posture
- b) facial expression
- c) Eye-contact
- d) Dress and appearance
- e) Silence

#### a) Posture :-

posture means position of the body. posture refers to the manner in which a person stands, sits or walk. When a speaker stands erect, it suggests the speaker's confidence.

#### b) Facial expression:

Effectiveness of communication depends upon the proper co-ordination between facial and verbal expression. Words may lie but expression don't. pleasure, happiness, surprise, sorrow, worry, regret, anger, love, satisfaction and nervousness are clearly communicated through facial expression.

#### c) Eye-contact

Eye contact reveal the wonderful world of meaning. without eye-contact no communication takes place. A confident look at the audience wins half of the battle. Eyes are the

windows to soul. Eye contact establishes a rapport between the sender and the receiver.

### d) Dress and appearance

Our dressing pattern shows our status and attitude. One must dress according to occasion. The dress code reflects community, region, country, field of work etc. We consider well dressed person more successful and more intelligent.

### e) Silence:

Silence speaks louder than words. If the speaker is expressing grief, there is silence. Silence helps in solving heated argument. If a student fails to do his homework he will remain silent to the teacher's enquiries.

## 2. Visual or graphic language:

The message which is transmitted through graphs, charts, signs and symbols, maps, posters, colours is called as visual or graphical communication.

### Advantage of Graphical communication:

- 1) It has an impact on the audience.
- 2) It is effective
- 3) It is easy to understand
- 4) Easy to comprehend
- 5) Pictures and graphs help people remember the matter for a longer time.

## Disadvantage of Graphical communication

- 1) Lengthy or wordy message cannot be conveyed.
- 2) It is one way communication
- 3) It is more expensive than other means of communication.

## NON VERBAL CODES :

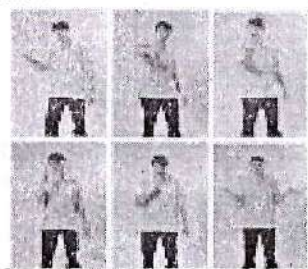
### 1) Kinesics :

It is one of the branch of science in which the 'relation of body movements' are kindly studied with the help of eye contact, gesture, posture, body movements and facial expressions.

#### a) Eye contact :

It has very much significance in face to face communication. It shows acceptance of receiver. The positive acceptance is shown by eye contact. Which can encourage the sender. Absence of eye contact shows lack of interest.

#### b) Gestures :



Gestures means the motion of the face, body or limbs used to reinforce something that is to be conveyed. Gestures are used when

the person do not know each other's language. The hearing and speaking impaired mainly depend upon gestures for their sign language.

| S <sup>No</sup> | Examples                          | codes    | Meaning    |
|-----------------|-----------------------------------|----------|------------|
| 1               | Nodding of the head               | gestures | Understand |
| 2               | Scratching of the head            | gestures | puzzle     |
| 3               | Movement of the head side to side | gestures | saying no  |

### c) Postures:



Postures mean an attitude or position of body. A good posture indicates a confident attitude. It refers to the way one stands, sits, and walks e.g. dropping shoulder and protruding stomach indicate the speaker is discouraged.

### d) Body movement:

Body movement indicates the message to the sender and the receiver. Any kind of body movement including paralanguage like voice modulation, yawning, relaxing and silence all are the body movement.

### e) Facial expression:

All the facial organs are the effective tools

in communication. Effectiveness of communication depends on the proper co-ordination between facial and verbal expression. Face is the most expensive part of human body reflects the feelings or emotions.

### f) Dress:

A good dress code for the occasion speaks well a person. It is important for speaker who is to address a large audience to be well dressed. It gains the attention.

### g) Vocalics:

Vocalic is also known as paralanguage. It is a study of human voice. Voice is an important factor in oral communication. vocalic refers to voice that is sound, tone and speech.

on different occasions and for different purposes, communicator uses the voice with different tone, sound and speech.

### 2) Proxemics:

Proxemics means nearness. It means use of space by human being to communicate certain message. It is related to distancing. A level of mutual understanding is created between two persons when there is proximity. In a communication situation there is physical distance between the speaker and the receiver. proxemics is related to thoughts judgments and sharing expertise.

| Sr No | Examples                              | codes     | meaning        |
|-------|---------------------------------------|-----------|----------------|
| 1)    | office in posh area                   | proxemics | Higher status  |
| 2)    | keeping coat around the back of chair | proxemics | Reserved chair |

### 3) Chronemics:

chronemics refers to 'using of time' whenever we take long time complete message, it shows our liking and disliking of doing something. Chronemics is time language that speaks about the person. promptness is highly valued by Americans. who become insulted much faster by being kept waiting or a visitors overdue arrival. our use or misuse of time reflects our sincerity or insincerity.

| Sr No | Examples                                            | code       | meaning       |
|-------|-----------------------------------------------------|------------|---------------|
| 1     | Arriving late for class                             | chronemics | Irresponsible |
| 2     | Returning library book after the expiry of due date | chronemics | unpunctual.   |
| 3     | Delay for meeting                                   | chronemics | unpunctual    |

### 4) Artifacts:

In a body language non-verbal communication code is the artifacts i.e. accessories is yet another feature which has a definite communication value. The accessories on body as well as on objects convey various signals. It conveys the type of interests of

a person.

The accessories on body are no doubt the clothing first. But the other accessories like ornaments, spectacles, even 'Bendi' are indication of status, sex, interests etc.

### 5) Haptics:

Haptics is related to 'human touch'. Various touches reflect different messages. Tender touch of parents makes us feel very secure and confident.

Hard touch may make irritated or annoyance. Various touches reflects care, concern, affection, encouragement, friendliness, liking, disliking, violence, hate fear etc. touches have exact meaning at exact time and intensity.

for pen  
29.06.26

Jehulhari  
27/6/26

## Question Bank

### Unit - V Presentation Skills

#### PYQ - Winter-2023

Q.6 Attempt any Two of the following. Marks-12

a) Draft a speech introducing the chief guest invited for the Elocution competition organised by your college.

b) Answer the following questions.

i) Explain the importance of dress and grooming at the workplace.

ii) State four commonly used gestures.

iii) List four tips to make an effective Power point presentation.

#### PYQ - Summer 2024

Q.6 Attempt any Two of the following. Marks-12

a) Draft a speech to introduce the chief guest for the First year Induction program organised by your institute.

b) Explain gesture and posture as a form of non verbal communication with examples.

#### PYQ - Winter 2024

Q.6 Attempt any Two of the following. Marks-12

a) Your Institute has organised intercollegiate Technical Paper Presentation. Prepare a vote of thanks for the same.

b) Answer the following questions.

i) Explain the importance of 'Eye contact' in communication.

ii) Explain the aspect of body language 'gesture' and posture with appropriate examples

iii) State the guidelines for 'Dress and Grooming' at the workplace.

Summer - 2025

Q.6 Attempt any two of the following - Marks 12

b) Answer the following questions.

i) What is body language? What are the aspects of body language?

ii) Write four tips to give effective power point presentation.

iii) Write four tips for dressing and grooming for the interview.

c) Draft a welcome speech on the occasion of 'guest Lecture' organised on the topic 'Personality development'.

Winter - 2025

Q.6 Attempt any two of the following: Marks 12

a) Draft a Vote of thanks speech for the 'Alumni gathering' that has been organised by your institute.

b) Answer the following questions:

i) List four examples of gestures that are used in communication and state what these gestures indicate.

ii) State the importance of facial expression in context with the presentation.

iii) Explain the importance of appropriate dressing and grooming at the workplace.

for 25/26

Shudhanshu  
27/6/26