

**What will you learn in this Chapter ?**

- 6.1 Introduction
- 6.2 Importance of Presentations
- 6.3 Types of Presentations
- 6.4 Objectives of Presentation
- 6.5 Points to be Remembered in Presentation
- 6.6 Characteristics of Effective Presentation
- 6.7 Examples of presentations
  - 6.7.1 Celebration of Teacher's Day
  - 6.7.2 Marketing your Product
  - 6.7.3 Science Model at Science Fair
  - 6.7.4 Individual Report on a Visit to a Bank

**6.1 Introduction**

Human beings however determined they may be, need to represent or make proper presentation in order to explain and establish clarity with other person regarding his belief, approach, opinion or scheme. His understanding, ability and skills come to his aid for this matter. For different presentations, various forms, formats and technical aids are required. Various factors like effectiveness of the presentation, use of technology and grasp on part of listeners/attendees determine the success of presentation. Appropriate presentation not only provides information and explanation to individual or group but also avails their approval and manages to get desired result. The word

Presentation is commonly used for the activity of representation. Presentation means the skill and ability to present, inform and explain one's belief, approach, opinion or scheme to other person or group in the most appropriate manner.

**6.2 Importance of Presentation**

A person expresses his belief or puts forward his proposal to various persons in different manners. It could be before his parents or elderly persons, teachers or friends, head of the institution or colleagues. Presentations should be made keeping in mind the age groups, gender, designations etc. of the audience. Some points can be common to all and some may differ according to age groups, gender and designations. Presentations are made on different purposes such as :

- Learning, Teaching and Evaluation
- Interview and Group discussion
- Training
- Demonstration
- Strategy
- Planning
- Project
- Survey etc.

The manner of presentation will vary in case of explanation of principles, narration of a procedure or providing plans for future. Thus, through presentation an individual or a group can easily explain their point by using his/their ability, skill and technology to the other individual or group.

Presentation can be oral or written or audio-visual, using computers. Presentation made with the use of technology creates a long lasting effect.

**6.3 Types of Presentation**

- Presentations are of three types; from the point of view of mode/medium of Expression : (1) Oral (2) Written (3) Power Point Presentation (Audio-visual).

**Oral :** Elocution, Debate, Dialogue, Arguments are the examples of oral presentation.

**Written :** Letters, Memo, Proposal, Report, Petition, Testimony, Planning, Project Strategy etc.

The presentation of Dialogue, Argument, Petition or Testimony can be done orally as well as in writing. Apart from medium, knowledge and skills are also required to make the presentation impressive. In addition to the skills making communication complete and fruitful, the skills of public speaking enhance presentations.

- A Powerpoint is a combination of oral and written and technological skills. This method, being the most practical and simple, has become synonymous to presentation. Power point presentation has proven to be the most appropriate and self explanatory method for demonstration in classroom lecture, training, business meeting and project work. In addition to attracting attention of the audience, power point presentation presents matters in a more interesting manner with utmost clarity. A slide show can be prepared using appropriate text, graphics, animation, visuals and sound. A slide show can be run for an audience with the help of a projector on a large screen. The contents of the presentation can also be distributed in form of hand-outs. Preparing a PPT is an art and requires many skills.

- Presentations are of two types from the point of view of the presenter :

**Individual and Group :** Individual and Group Presentations can be made for interview, project and for marketing strategy, etc.

- From the point of view of the audience, presentations is of two types :

**Face to Face and Indirect :** For interview, project and marketing strategy discussion or presentation can be made face to face and also using technical aids like telephone or video conferencing.

- From the point of view of objectives, presentations can be of five types :

(1) Informative

- Brief and precise
- Moves from the most to the least important points
- Has minimum possibility of confusion
- Examples : Teaching, Training etc.

(2) Instructional

- To suggest or command
- Intense and requires time to understand.
- Basic evaluation possible
- Examples : Tutorials, Demonstration of safety measures etc.

(3) Awakening

- Enables unanimous decision making
- Is strengthened with apt use of language. Impressive presentation and energetic interactions.
- Becomes lively with narration of stories or real life incidents
- Examples : Educative speech of preceptors, motivational speech of mentors etc.

- (4) Persuasive
  - Discussion of advantages and disadvantages in order to achieve correctness
  - Logical movement towards solution
  - To create emotional appeal
  - Examples : Political debate, business proposal etc.
- (5) Decision Making
  - To lead towards decision making by concrete examples
  - To establish the need for decision/result
  - By way of comparing and contrasting a particular situation, detailed discussion including the probable risk factors possible.
  - Examples: Meeting of the Board of Directors, Court's verdict.

#### **6.4 Objectives of Presentation**

- (1) To provide information to people by a well-informed person.
- (2) To develop individual qualities like oratory and eloquence.
- (3) To develop technological skills to make a presentation interesting.
- (4) To develop analytical skills.
- (5) To develop logical approach in understanding.
- (6) To bring clarity of thought and understanding.
- (7) To present an argument/statement in a concrete manner and to verify props and cons.
- (8) To explain any concept topic or principle with the help of a demonstration.
- (9) To explain the relevance of a concept, topic or a plan.
- (10) To analyse in detail various aspects of a concept, topic or a plan.
- (11) To encourage the receiver/audience to reflect.
- (12) To motivate the receiver/audience to respond.

#### **6.5 Points to be Remembered in Presentation**

We study about three types of presentation - Oral, written and power point presentation. Now we shall examine matters to be taken care of in case of each one of them.

**Oral Presentation :** Oral presentation generally takes place face to face. This does not mean that it is not possible long distance or with the help of technology or gadget. Following points should be taken into consideration for both face to face and distant oral communication :

- (1) Since the listeners are at the centre (listener centric), their mental and psychological capacity and ability should be taken into consideration in oral presentation.
- (2) It can bring desired result; if made at the appropriate time.
- (3) The place is equally significant.
- (4) Since the listeners are at the centre, whether in a group or individually, oral presentation should be made keeping in mind their age, status and designation.
- (5) The arrangement of points should be logical.
- (6) Language and words should be selected properly.
- (7) The tonal quality of the presenter should be impressive.
- (8) There should be an attempt to stimulate the feelings of the listeners so that they are convinced.
- (9) The presenter should be ready for counter arguments from the listeners.
- (10) The presenter should be ready and open to accept appropriate arguments of the listener.
- (11) During the process of presentation the presenter should be able to control his feelings.



**Written Presentation :** Written presentation is generally not done face to face. That means it is also possible long distance with the help of technology or a gadget. The following points should be taken into consideration for written communication :

- (1) Since the readers are at the centre, their mental and psychological capacity and readiness should be taken into consideration for written presentation.
- (2) The readers are at the centre, whether group or individual, written presentation should be made keeping in mind their age, status and designation.
- (3) Proper care should be taken in selection of language and words.
- (4) Correctness of grammar and spelling should be observed.
- (5) The presentation should be moderate with less wordiness.
- (6) The points should be presented logically in paragraphs.
- (7) Minor points should be presented with bullets.
- (8) Arrangement of the points should match the format of the write-up.
- (9) The quality and size of paper should match the subject matter of the write-up.
- (10) The matter; hand-written or typed, should be legible.
- (11) Margins/spacing should be observed.
- (12) The write-up should be re-read and re-drafted; if needed.

**Powerpoint Presentation :** In order to use and prepare powerpoint presentation, ability, practice and presentation skills are required. Following points should be considered for preparing a slide show as part of a powerpoint presentation :

- (1) The template should be selected as per the subject matter of the presentation.
- (2) The background colour should enhance the font colour.
- (3) The layout of the slide should be selected as per the write-up.
- (4) The subject (title) of the slide show should be clearly mentioned in the first slide.
- (5) Agenda of the presentation should follow in the next slide.
- (6) Every slide should be titled.
- (7) The font size of the title should be bigger than the rest of the writeup.
- (8) Every slide should have a maximum of five lines and a maximum of seven words in each line.
- (9) The information should be presented to the point, using proper symbols (bullets) and not in form of sentences.
- (10) Graphics and animation should be used to illustrate the information.
- (11) Audio, visual, charts and dynamic effects can be included as per demand of the content.
- (12) Total number of slides should be limited, keeping in mind the content.
- (13) The last slide should thank the audience and queries should be invited with readiness to respond.

## **6.6 Characteristics of Impressive Presentation**

We have already studied the formatting specifications for writing letters, notice and memo. We shall now learn formatting specifications for proposal writing and report writing :

- (1) When an event is to be organised in future, its objective, prefixed order of execution, necessary human resource, money and time - all have to be considered in advance in order to secure permission. This process is a part/type of presentation and called proposal writing.

- (2) When a live programme/match is going on a live report is presented. For eg. Cricket match sports tournament.
- (3) Report writing also includes briefing about event, how it was conceptualized and what has been its outcome.

Formatting and specifications are characteristics of effective presentation to be kept in mind, while writing individual or committee report.

Let us discuss precise points to remember while preparing powerpoint presentation.

**Specifications for Preparing Individual Report :** When an individual is assigned to prepare a report as part of duty, in form of a proposal a letter format needs to be followed. Matters should be presented to the point and necessary documents should be enclosed.

An essay format is followed while writing a report after the completion of task/visit. (Presentation no. 6.7.4 of Examples supplied)

**Specifications for Preparing Committee Report :** Following points should be considered while preparing a committee report of a project or event :

- (1) Essay format is used.
- (2) Appropriate title must be given.
- (3) Mention objectives.
- (4) Enlist members with their designations.
- (5) As part of pre decided policy mention assigned responsibilities/duties of members.
- (6) Observations, interpretations, suggestions and conclusions derived from time to time and agreed upon unanimously should be mentioned.
- (7) Expressing thanks, the chairperson and secretary, should sign on behalf of the committee mentioning their designations on the right hand side.
- (8) On the left, place and date should be mentioned in separate lines. (Refer to Example Presentation no. 1)

**Specifications for presenting a Powerpoint Presentation :**

- (1) In a power point presentation, not only the pre-prepared slides are presented, the personality of the presenter too is presented. It means it depends much on the personality and oratorical flair of the presenter.
- (2) Presentation is meant for attendees therefore they should be at the centre.
- (3) Presentation should be gripping for the attendees.
- (4) Dynamism and enthusiasm on part of the presenter will infuse the same feelings in the attendees.
- (5) Presentation should proceed in logical manner and to the point.
- (6) The dressing and outward appearance of the presenter should match his/her dignity.
- (7) Facial expressions and eye-contact are necessary on part of the presenter.
- (8) The voice of the presenter should be audible and impressive.
- (9) With correct pronunciations, the presenter should pay attention on pauses and intonation.
- (10) Possibly all the queries should be answered.
- (11) Presentations should be rehearsed properly.

## 6.7 Examples of Presentations

### (1) Celebration of Teachers' Day :

#### **Celebration of Teacher's Day**

The co-curricular and intellectual activities secretary of the school students union had proposed celebrating 5th September, 2017 as Teacher's Day and this has been approved by the Principal. In accordance with his suggestion we would like to make a presentation on how to celebrate it with students ongoing classes. The presentation has been prepared by a 5 member team.

#### **Members :**

- (1) Mr Rutvij Purohit - Co-curricular and Intellectual Activities Secretary,  
(Chairperson, Committee) Std - XII-C
- (2) Mr Adesh Parmar - Class Representative, Std - XII-B
- (3) Ms Swarup Nandan - Ladies Representative (Secretary, Committee) Std XII-A
- (4) Ms Ujma Sheikh - Class Representative, Std - X-B
- (5) Mr David Christie - Class Representative, Std - X-C

In the first meeting the committee members distributed work to be done as part of their duty and decided to meet after two days. After meetings among themselves and with the Principal, the following suggestions were made unanimously :

- Wednesday, 5th September, 2017 should be celebrated as 'Teachers' Day' in the school.
- Keeping in mind, interest in the subject and permission from the teacher, the students will avail information in advance about the units to be taught in class and prepare them well.
- The assembly will begin with respects paid to teachers. After this, Principal Mr. Kaushal Mehta Sir will apprise the assembly of the participating students.
- All students are expected to co-operate.
- When, for a day, the student playing the role of a teacher is teaching, it is the duty of the class representative to see that discipline and decorum are maintained in the class.
- For the subjects of Science and Physical Education, instead of practical conducted in laboratory or on grounds, classroom teaching would be conducted.
- Teaching would be conducted for seven periods including recess.
- A gathering would be held after seven periods and activities of students who worked as teachers would be applauded and commended.
- They would get an opportunity to express their experience.
- Co-curricular and Intellectual Activities Secretary would prepare a report of the entire celebration and present it to the principal in five days.

The committee expects co-operation from the administrative staff and help from the support staff in decorating the school.

The committee wishes success for the celebration and thanks one and all.

On behalf of the committee,

**Anandnagar**  
**30th August, 2017**

**Swarup Nandan**  
**(Secretary)**

**Rutvij Purohit**  
**(Chairperson)**



## 6.7.2. Marketing your product

# UJAS

## DETERGENT POWDER LAUNCHING OUR NEW PRODUCT →

Slide Number : 1

## AGENDA

- Details of Product
- Speciality of Product
- Consumers and their Trend
- Business Opportunities
- Availability of Variety in Packing
- Propaganda of Product amongst Consumers
- Speciality of the Producer
- Competitive Price
- Attractive Offers
- Publicity and Advertising
- Demonstration and Sale
- Tagline

Slide Number : 2

## DETAILS OF PRODUCT

- **Name** : Ujas Detergent Powder
- **Type** : Grade 1 : Premium Quality
- **Producer** : Ujjwala Chemicals, GIDC, SANAND-382110 (Dist. : Ahmedabad)



Slide Number : 3

## SPECIALITY OF PRODUCT

- Light in weight, More in Quantity
- Granules, containing Enzymes
- Containing Optical Brightening agents
- Fluorescent Whitening Agents in Proportional Quantity
- Containing Fresh floral Fragrance
- Effective on White and Colored Clothes
- Suitable for Cotton and Synthetic Clothes



Slide Number : 4

## CONSUMERS' TRENDS

- Gujarati Homemakers' Preference for washing Clothes Daily
- Need of Detergent for washing Clothes Manually or in Machines
- Homemakers - the Selectors
- Never prefer Low Grade Detergent for High Quality Clothes
- Should produce Foam, remove Dirt and Brighten Clothes



Slide Number : 5

## BUSINESS OPPORTUNITIES

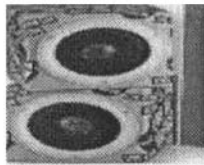
- Regularly Used Consumer Goods
- Need for Frequent Purchase
- Purchase in Various Quantities
- Direct Impact of Individual Recommendation
- Brand Changing on Experimental Basis
- Loyalty to Local Product



Slide Number : 6

## Availability of Variety in Packing

- 200 gms, 500 gms, 1 kg, 2 kg Packings
- 200 gms in Polythene Bag, 500 gms in Box and Polythene Bag Packing
- 1 kg and 2 kg in Plastic Container; that can be used for other purpose
- 25 gms Pouch Packing



Slide Number : 7

## Among Consumers

- Local Product, Local Consumers
- Sale, Limited to Gujarat
- Ahmedabad and Surrounding Area in 1st Stage
- To conquer North Gujarat, Saurashtra and Kutchh in 6 Months
- Movement towards South Gujarat after a Year

Slide Number : 8

## Speciality of the Product

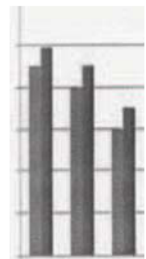
- Production as a Small Scale Unit
- Sale Locally and Limited to State in Future
- Cheaper Local publicity
- Reliability by Demonstration and Use
- No Higher Expenses as Multi-National companies



Slide Number : 9

## Competitive Price

- Competitive Price in all Packings
- Advantage of Local Production
- Average 20% Low Price as compared to Multi-National Products
- Net 25% Less Price in 2 kg packing
- 25 gms Pouch Available for ₹ 2 only



Slide Number : 10

## Attractive Offers

- Attractive and Useful Gift with all Packings (Excluding Pouch)
- 200 gms - Stainless Steel Spoons 6 pices
- 500 gms - Stainless Steel Tumbler
- 1 kg - Plastic Bucket - 5 Ltrs.
- 2 kg - Plastic Bucket - 12 Ltrs.
- Measuring Spoon Available with all Packings



Slide Number : 11

## Publicity and Advertisements

- Advertisements in Local Dailies
- Advertisements on City and State Transport Buses
- Advertisements on Local TV Cable Connections
- Advertisements in Local Advertising Suppliments



Slide Number : 12



## **Demonstration and Sale**

- Appointment of Agents in all areas
- Appointment of Door to Door Salespersons
- Creating Faith through Demonstration
- Sale only in Company Packings
- No loose Sale



**Slide Number : 13**

## **Tagline**

- UJAS Guarantees Glow and Brightness

For Clothes; Colored or White...



**Slide Number : 14**

**We will Achieve our Target,**

**Surely...**

**THANKS**

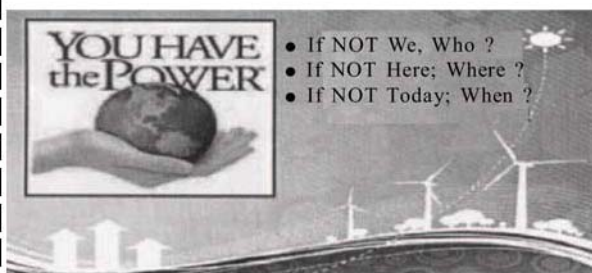
**Your Queries are Welcome...**

**Ujjwala Chemicals,  
G. I. D. C. SANAND-382110  
02717-2371860 [ujjalas@gmail.com](mailto:ujjalas@gmail.com)**

**Slide Number : 15**

# SAVING ENERGY

## ONUS ON US ONLY...



Slide Number : 1

## Understanding ENERGY ?

- Energy Illuminates our Area, Drives our Vehicles & Operates Machinery
- Absorbs Heat and Keeps our Home Cool
- Provides Food; also Entertainment
- Energy can be explained as the Strength and Productive Ability for the Driving force

Slide Number : 3

## Types of Energy

### (Renewable Energy)

- Continuous Production Without waste or Destruction of Source
- Energy Produced by Sunlight, Air, Water, Fire and Organic Means

### (Non-renewable Energy)

- Produced in Soil and Self-Generated in Longer Period
- Energy produced by Burning of Fossil Fuels, Atom, Coal, Natural Gas

Slide Number : 5

## Agenda

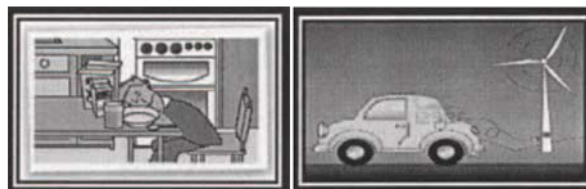
- Understanding Energy
- Types of Energy
- Saving-Conservation-Why ?
- Saving-Conservation-How ?
- Individual Contribution
- Group Contribution
- Social Contribution
- Technological Understanding
- Our Formula



Slide Number : 2

## What is ENERGY ?

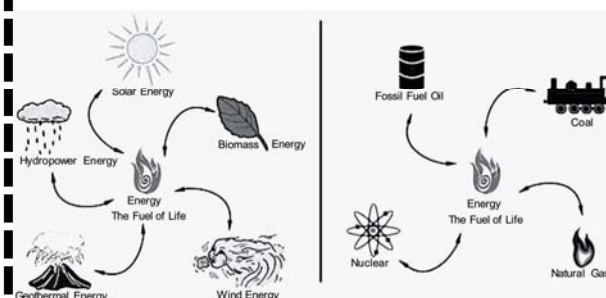
- Energy cannot be Produced or Destroyed
- It can be Converted from One Source to Another
- With Vehicles, Fuel is converted into Driving Force



Slide Number : 4

### Renewable Energy

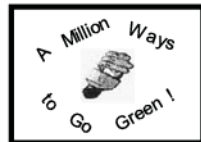
### Non-Renewable Energy



Slide Number : 6

### **Saving/Conservation-Why ?**

- ENERGY- Constant and Limited in Universe
- Limited Fuel available on Earth
- Demand for Energy increasing Day by day
- It will be Imperative to find Alternative Fuel when all quantity will be exhausted; Saving/Conservation therefore Necessary Today



**Slide Number : 7**

### **Saving/Conservation-How ?**

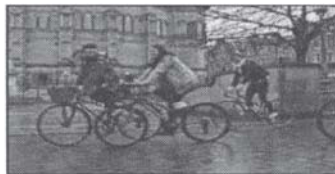
- Use of the Least, Possible Energy for Same Result
- Economical Use of Energy saves Money and Environment
- Judicial Use of Energy brightens our Future



**Slide Number : 8**

### **Individual Contribution**

- Limited use of Energy at Home/Institution
- Being Particular about Switching off after use
- Fridge Not to be Opened Frequently and for Longer Period
- TV to be Switched off after watching Program
- Insistence for Walking rather than Using Vehicles



**Slide Number : 9**

### **Collective Contribution**

- Street Lights to be kept on Only during Darkness
- Special/Alternative Energy to be Preferred
- Two-wheelers for Limited Persons to be Advocated
- Pooling/Sharing and Use of Public Vehicles to be Promoted



**Slide Number : 10**

### **Social Contribution**

- Motivation for the Use of Solar Energy
- Use of Windmills for Flow of Energy
- Production of Energy through Wind Energy
- Construction of Dams on Rivers and Use of Water for Irrigation and Hydro-energy
- Use of Biodegradable Waste for Producing Fertilizers and Bio-gas

**Slide Number : 11**

### **Social Contribution**

- Extension of Common Understanding by way of Demonstration-Exhibition in addition to Syllabus
- Wide-spread Programs for Common People
- Compulsion for the Use of Natural Energy for Certain Applications
- Felicitation of Aware Individuals/Institutions
- Insistence for the Use of Natural Energy through Various Media
- Acceptance as Ethical-Social Duty

**Slide Number : 12**



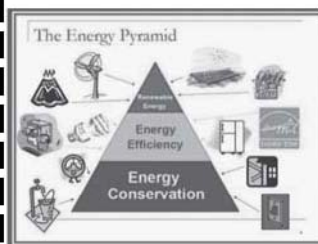
## Technological Understanding

- Preference for Five-star Rated Appliances Saves Energy and Environment
- Use of LED and CFL Electricity Bulbs Saves Money and Energy
- Maximum Use of Solar Energy Operated Appliances



Slide Number : 13

## Our Formula



- Saving amounts Production Energy
- If We Use Energy Judiciously, Energy will Protect Us

Slide Number : 14

## We Will Shoulder Our Responsibility...



Definitely...

THANKS

We Welcome Your Queries...

1800-1540-9999

Slide Number : 15

#### 6.7.4 Individual Report on a Visit to a Bank :

##### Visit to State Bank of India

As the Co-curricular and Extra-curricular Activity Secretary Vinavadini Vidyalaya, I submit the following report :

We have studied Bank Correspondence as part of our syllabus. In order to understand the various activities associated with Banking, we decided to pay a visit to a bank. We contacted the manager of State Bank of India, Gandhi Road Branch, availed his permission and decided to visit the bank on 18th January, 2017 in a group consisting of one teacher and fifteen students.

We reached the bank at 11am; during working hours. The Public Relations Officer of the branch Mr Mahendrabhai Joshi spent two hours with us, took us to various departments except the cash cabin and answered all the questions asked by us.

At the outset, he explained when and how, in times of mobile and net banking, the account holders need to visit the bank personally. Thereafter, he clarified when and in what matters correspondence between the bank and account holder is actually required. Checking the knowledge of students in the field of banking and bank correspondence, he clarified certain essential aspects and other facilities provided by banks :

- Opening and closing of bank accounts.
- The basic functions of various accounts like savings, current, term deposit, recurring deposit, provident fund, de-mat etc. and in what cases they are required.
- Crediting and debiting amount in current and savings accounts and clearing process of a cheque.
- Credit, Debit and ATM cards, advantages and limitations of their use.
- Details and comparative analysis of facilities like Loan, Overdraft and Cash credit that are frequently required by common people and businessmen.
- Safe Deposit Vault, Payment of Bills, Foreign Exchange, Status Inquiry and their replies.
- Significance of care, concern and regularity on part of employees in spite of computerization of banking activities.
- Advantages and limitations of mobile banking and net banking, use of alpha-numerical characters for the pin and password, care for changing them periodically and caution in not sharing the details with others.

We realised that the details of certain aspects, when taught and learnt as part of syllabus, are not understood in their holistic form. For that such visit becomes useful. When, in future, we have to operate with our individual accounts, information gathered during such visits is found valuable.

We are thankful to the principal Shri Chintanbhai Mistry, the Branch Manager Shri Kalyanbhai Saini and the Public Relations Officer of the branch Mr Mahendrabhai Joshi for making the programme successful and fruitful.

**Report prepared by :** Keshav Parmar, Co-curricular and Extra-curricular Activity Secretary, Vinavadini Vidyalaya, Shardagram.

### What have you learnt in this chapter ?

- The popular word for putting forth ideas in any form is 'Presentation'.
- Presentation means the skill and ability to present, inform and explain one's belief, approach, opinion or plans to the other person or group in the most appropriate manner.
- The objectives and formats of presentation vary.
- The manner of presentation will vary in case of explanation of a principle, narration of a procedure or providing futuristic picture. Thus, by way of presentation an individual or group can easily explain their point by using his/their ability, skill and technology to the other individual or group.
- Presentation can be made orally, in writing and using audio-visual aid like computer. Presentation made with the use of technology creates a lasting impact.
- Presentations are of three types from the point of view of manifestations/mediums of expression : Oral, Written, Power Point Presentation.
- Using technology, with the amalgamation of oral and written forms, presentation can be made by way of power point presentation. This method, being the most practical and simple, has become synonymous to presentation.
- From the point of view of the presenter, presentations can be of two types: Individual and Group.
- From the point of view of the receiving party (attendees), presentations can be of two types: Face to face and Distant.
- From the point of view of objectives, presentations can be of five types: Informative, Instructional, Awakening, Persuasive and Decision making.
- Scrutinizing the subject matter, the presentation should be made to the point.
- Because of the convenience of examining pros and cons, presentation becomes impressive and effective.
- For oral presentation, in addition to the selection of words and language, clarity of pronunciation and intonation remain important.
- For written presentation, correctness of grammar and spelling is especially important.
- In case of power point presentation, application of the skills and practice in preparing a slide show and its impressive presentation brings desired result.
- Report writing becomes helpful for recounting events occurred in past and also for the narration of current happenings.
- Pre-decided format should be followed for preparing individual and committee reports.
- We have learnt and noted peculiarities of various types of presentations.

### Self-study

#### 1. Select appropriate options and write answers to the following :

- (1) Using technology and amalgamating oral and written methods, which of the following presentation modes are used ?
- |                              |              |
|------------------------------|--------------|
| (A) Presentation             | (B) Strategy |
| (C) Power point presentation | (D) Petition |



- (2) What type of slides should be prepared for making a slide show ?
  - (A) In maximum number
  - (B) Having maximum detailed write-up
  - (C) Having maximum graphics and animations
  - (D) Having proportionate necessary elements and in appropriate number
- (3) Who should be at the centre of presentation ?
  - (A) Attendees
  - (B) Officers
  - (C) Leaders
  - (D) Presenters
- (4) What among the following is not required for bringing desired results ?
  - (A) Money
  - (B) Time
  - (C) Articulation and pronunciation
  - (D) Apparatus

**2. Answer the following questions in brief :**

- (1) How does an appropriate presentation tend to inform all ?
- (2) What does presentation mean ?
- (3) For what matters is a presentation generally required ?
- (4) What peculiarities does a powerpoint presentation possess as compared to the other two methods of presentations ?
- (5) How should the write-up be arranged in the slides of a Powerpoint presentation ?
- (6) Give two examples of awakening type of presentation.
- (7) Suggest two peculiarities of persuasive type of presentation.

**3. Answer the following questions to the point :**

- (1) Write different types of forms of presentation from the point of view of objectives of presentation and write in detail about any two.
- (2) Write any five objectives of presentation.
- (3) Write any five points to be kept in mind during oral presentation.
- (4) Write any five points to be kept in mind for preparing slide show for presentation.
- (5) What is report writing? In what cases report can be prepared ?
- (6) Write five points for preparing committee reports.
- (7) Write five points to be remembered for presenting a powerpoint presentation.

**4. Draft reports/presentations keeping in mind the following details :**

- (1) Prepare a committee report for celebrating our Independence Day at your school.
- (2) Prepare an individual report after school students' visit to the Civil Hospital.
- (3) Prepare a committee report for celebrating the International Yoga Day at your school.
- (4) Prepare an individual report after school students' visit to a museum.
- (5) Prepare a powerpoint presentation demonstrating the skills and specifications of preparing and effectively presenting a power point presentation.
- (6) Prepare a powerpoint presentation giving explanation about 'Consumer Protection', the chapter you study in the subject of Business Administration.

