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(Individual Report)

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INTRODUCTION

A skill can be basically defined as the learned ability for the purpose to perform an action with the determined results with good execution often within a given energy or amount of time. In context to skills, these can be basically divided into domain specific skills or domain general skills. The present report involves discussion on a specific skills based on a source skills. In addition to that, it basically comprises of a short summary of the various discussions related to skills in the published source and how the skill can contribute in future situations and the learning got from the source.

MAIN BODY

Source: Bradbury, A. (2006) Successful Presentation Skills. London: Kogan Page

The selected source basically involves the basic discussion about the skills related to Presentation. When it comes to presentations, they are basically all about the communication. Any kind of transaction which took place in business includes some degree of presentation in them. Some times, the poor presentation can basically be a result of inadequate presentation. In reference to the presentation which are carried in the organization do not achieve their defined objective. In reference to presentations, they are various myths involved. There is a different sense of feeling when it comes to giving presentations and involves a fear of panic situation. In order to create and develop a successful and effective presentation, it is very important to have a clear understanding and knowledge about the subject (Bradbury, 2006). In addition to that it is very important to have a better understanding with should be both accurate and precise. There are lot of situations when a good presentation has fallen by the way due to the speaker having no knowledge about the idea of presentation. While giving presentation, it is very important to have good knowledge about the audience and delivering the presentation accordingly. In order to give a effective presentation, it is very important to have a set of skills which can help in becoming a outstanding presenter which comprises of success assurance, Fine tuning, unlimited point of views, chunking and outcome oriented. In reference to fine tuning, it basically involves a skilled presenter continuously refining her material in order to make it highly accurate for the audience. Another skill which is Chunking plays a very effective role in presentation of the information in manageable manner.

For the purpose to give a effective presentation, it is very important to have plenty of rehearsal time, tightly edited script and sufficient visual aids which contributes in boosting up

the confidence. In order to give better presentations, effective communication plays a very crucial role in reference to the success of the company (Aslonova, 2021). There are various problems faced by the individuals in making presentations and it could be only overcome with the help of communication skills. In context to successful presentation skills, it basically comprises of usage of visual aids in a effective manner, boosting up confidence, having a better understanding of body language and being concise. With the help of presentation skills, it really helps in creating a innovative idea when individuals come up with some interesting slides or creative slides for the purpose to illustrate their talk. In reference to presentation skills, these are basically the abilities which are needed for the purpose to deliver educational, engaging, enlightening, transformative and instructive presentation. Various elements are important in providing effective presentation skills which involves creativity, speaking, body language, tone of voice and much more. In reference to presentation skills, these are basically considered as one of the most essential skill. When it comes to presentation skills, it is very important in any situation like workplace or classroom (Ozola, 2021).

The presentation skills plays a very crucial role in improving my own skill sets. The use of effective communication skills are highly valuable and also contributes in the future career or education. With the help of giving presentations, it is considered to be a great method for the purpose to contribute to the English language learning experience. Moreover, these helps in practising the various areas of language such as grammar, vocabulary or phonology and also helps in improving different skills such as listening, speaking, writing and reading. Also the presentation skills are considered to be a powerful and impressive tool that improves in communicating in a better manner. With the use of effective presentation skills, it improves the communication and better transfer of ideas and messages which leads to less miscommunication in life leading to happy relationships and less stress. In case of good presentation, it is easy to understand and keep the audience interested. In case of presentation, it is very important to prepare them in a manner which leads to giving the audience what they want. A good presentation skill basically includes asking yourself “what do my audience want to know?”. With the use of brainstorming ideas, it helps in creating a really effective presentation (Abboud, 2022).

From the mentioned source, it helps in better understanding about importance of effective presentation skills. For the purpose to have effectiveness in the communication, it is very important to have presentation skills which helps in communicating more professionally and effectively with the audience, teachers, team members, boss and students. In real life cases,

individuals used different methods and tools of presentations for the purpose to understand the agenda and message in the classrooms and meetings. In the digital area, the presentation skills are highly popular. The main objective of the presentation is to make the communication process easier. In relation to presentation skills, these are not only important for the teachers but also for the students. With the support of presentation skills, it really help the students to present in the classroom. In case of students when they practice and try creating a presentation using google slide show or power point, they learn and find very creative tools such as colour sense, start effects, font sizes or selection, customer animation etc. In reference to every leader, each need to have presentation skill. With the help of communication skills and presentation skills, it can help them in getting bigger project, promotions, in the organization. In context to good presentation skills, it should be focused and concise and a good presentation basically should have the potential to convey the required information. It is very important that the fear should be transformed into positive energy during the presentation and an individual should be relaxed and calm while giving a presentation (Opriț-Maftei, 2018).

CONCLUSION

From the above report, it can be concluded that presentation skills plays a very important role in the organization and it is very important for a person to have right communication skills and presentation skills in order to boost confidence and interact with the audience in a effective manner. Also, the selected source helps in better understanding about the importance of presentation skills and how these skills helps in improving an individual overall skill set.

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