

Essay

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Assignment Task 1

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I chose this book and this chapter because I think it will help me in my future. The important thing I learned from this chapter is that there are several steps that apply to every type of presentation.

- 1 Decide what you want to achieve.
- 2 Decide whether a formal presentation is the best way to achieve this objective.
- 3 If you decide to go ahead with the presentation, decide what form it should take.
- 4 Prepare a script (in whatever form suits you best)
- 5 Design and prepare your visual aids and handouts.
- 6 Rehearse.
- 7 Do it!

A favourite business buzzword is (differentiation) something that our company is more attractive to a potential customer than any of our rivals. Part of the difference will come from things like price, quality, reliability and so on. The only thing we can do for our company is the most effective and impressive presentation. The presentation is intended to sell a product, convey information, or develop new skills. Most business deals involve negotiation skills. There is only one thing between everyone who makes good presentation and that is the desire to communicate. This is the unique quality that only we can provide. Delivering an effective presentation is a learnable skill like any other. When we don't prepare well, all we create is a bad presentation. The only important thing is to put effort and desire into what we do.

Presentation is a powerful means of conveying a message to a group of people. They can be used to persuade an audience to take a certain course of action, convey information, seek empathy, or provide a forum for discussion of controversial or challenging ideas. But if we don't have time and desire, it simply won't be useful. You never know what life will throw at you but one thing I know about me is how to make a proper, effective, and useful presentation without worrying it will benefit me in the future. From the chapter I read I liked it that and senior businesspeople give the most appalling presentation- because they refused to learn a few basic skills. This is exactly what will help me in the future if I want to achieve something I must not give up and keep reading and learning if I want to achieve something and give a good presentation. When learning how to make a good presentation, we take cues from the people who have given it. There are two kinds of people, and they are successful and unsuccessful they differ in their desire to succeed and how to use their potential rather than their abilities. Development is a process that every person goes through and continues throughout life. One should not give up if one needs it. In this way, a person can assess his qualities, skills, make sense of his priorities and set goals for realization and achievement. We learn and develop all our lives both academically and professionally and personally. In time we understand how to take responsibility for everything. In our personal development we acquire knowledge, skills and achieve certain goals. The personal development plan gives us the opportunity and assessment of our abilities, knowledge, and skills. This evaluates for introspection and represent strengths and weakness as well as opportunities and dangers. The main goal of personal development is to understand how and what to learn, review, plan and take responsibility for your development for both personal and academic and professional. For my future, it will be useful for me to focus and improve my strength and weakness, as well as my skills for academic professional and personal fulfilment to present myself confidently and with self-confidence in front of a diverse audience without fearing whether I will cope and above all to evaluate my progress. It is very important for me to be able to handle a given presentation because in the future it will be useful for me to be able to present a good presentation. I want the audience to be interested to them because a presentation must be of high quality and memorable, but for this purpose, first off all I must to learn.

Also, in future I will become a confident and effective presenter who easily attracts and holds the interest of his interlocutor. I will have a structured knowledge of creating and executing a presentation. I will confidently present my messages to a diverse audience. Improved presentation skills will help me take the next step professionally. Presentation gives many skills and many opportunities, teaches us how to speak in front of an audience on a given topic, how to overcome the fear of it. Also, presentations develop many other skills such as:

- Research and synthesis of information
- Organizing and shaping information
- Behaviour and public speaking
- Choosing appropriate language and confidence

When we give a good presentation, it helps us with our future work, such as in an interview as well as a successful business deal. Our body language, the gestures we make with the hands, eye contact this will all help us to attract our audience. Presentation skills are an impressive and powerful tool that will take you so much future. Visibility and profile building are essential to career success these days. A good presentation can be a very powerful way to get an idea or message across. The ability to make a good presentation is important both in the workplace and for individual success. Nowadays it is not enough to be good at work, it is important to be able to show who we are and what we are capable of, because the competition is great. This is a skill that many people appreciate and can be improved. Our career and what we work doesn't matter because we're all in the sales business. Whichever path we take in our career development we must try to offer ideas to take part if we want to win. When we must give presentations, we often imagine formal speeches in front of a group of people. It depends on us every day of our daily lives both at work and in our personal lives. Even if we don't have to make a presentation in the future, we are likely to have to. We may be the best in the workplace but if we can't say exactly what we want, we can't show our audience no one will be able to believe us in our skills and knowledge.

Taking responsibility for our brand and improving our presentation skills helps boost our confidence and prepares us for any situation. The confidence that comes from being comfortable speaking in front of groups influences other areas of our life. In my personal and professional development making presentations will help me. For example, in work if I want to start my business or simple if I want to sell something, or if I'm at a job interview and we must give a presentation and mine is better than the others, they'll pick me. Being able to give I good presentation will be of great benefit to us and will open many doors for us. We should never give up on what we want to achieve because if we a will there it a way.

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