

Essay

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Module Code: LCBB4006

Module Name: Academic Skills

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Assignment Task 1

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The chapter I choice to read, 'Where do you want to go' is an example of how to make a successful presentation and what are the main steps. I think this will benefit me in the future. Almost any king of business transaction involves some degree of presentation of skill. But it depends entirely on us and whether we will be able to make effective presentation. Here I read the basic seven steps which are:

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

Especially in business, presentation is an important thing, with it we can find more customer and make them choose us over the competition. If you make an impressive presentation, we will stand out. Almost every type of business deal involves some degree of presentation skills. There is no mystery here in creating and delivering effective presentations there is only skill and it can be learned to benefit us in the future. The only bad presentation is inadequate preparation, people who have no desire to learn and do not want to spend time on it.

To achieve good presentation skills, we need practice this only happens over time with experience and learning without fear and worry of failure, because no one is born learned. It will be not easy, but there is enough time, everyone can become confident because this will only bring us success and not only in career but also personal development. Good communication not only during the presentation itself. This is a skill that is not only very important but also, sometimes unlocks other skills such as: how to manage our time, improved listening, and finally, presentation skills also develop a person's self-confidence. It is very difficult to overcome the fear of public speaking it takes a lot of effort. Imagination will help us deal with this and overcome it, it will also help us deal with our other fears which will benefit us and help us in the future. Presentation skills are important to individual success: Presentation skills determine how a person present information to an audience. It doesn't matter whether it is for personal or professional purpose, having the skill and knowledge to present will be useful for our future, it will help us to build confidence and communicate our ideas clearly. Starting from public speaking and reaching business presentations it can bring us great success in our career development and some aspects of life. Also, the skill of good presentation plays a big role in personal life as well, not only in professional life.

- 1 Expressing ideas clearly- in day-to-day conversations with family, friends, having good presentation of skills enables you to articulate your thoughts and ideas clearly.
- 2 Enhancing social confidence- the ability to present yourself confidently and engage others in conversation enhances your social life and opens doors to new relationships.
- 3 Handling challenging conversations- life often presents challenging situations that require delicate communication.
- 4 Building stronger relationships- being a skilled presenter means being a good listener as well.
- 5 Inspiring and motivating others- in personal life, presentation skills are not just about giving formal speeches, but also inspiring and motivating others through your action and words.
- 6 Exuding leadership traits- effective presentation skills go hand in hand with leadership qualities.

Also, effective presentation skills are a vital asset for career growth and success in professional life for example,

- Impressing employers and clients
- Advancing in our career
- Persuasive selling techniques.
- Creating impactful proposals
- Gaining and retaining clients
- Handling meeting and discussion
- Professional development
- Building a personal brand
- Career transition and interview

Presentation skills are an asset in our lives both personally and professionally. When learned, we all become more confident, effective, and persuasive. When we never stop to learning we improve and adapt to technological advances.

A good presentation will help me at work also, in interview, to find friends, to be able to sell a product and to make successful business deals. Also, our body language, gestures we make, eye contact will also improve and benefit us. Effective communication skills are a valuable life skill that will help us in our further education and in our future careers. It can only help us on your way to success. I will also I learn to be a little more confident and less stressed, we will learn how to become better at communicating, how to speak clearly, how to convey our ideas and messages to people well because a good presentation is easy to remember and we not to lose the interest of our audience. In the future it will provide us with help and realizing. Improving our presentation skills is not a one-time event, but rather an ongoing process. I can maintain my presentation of skills by seeking new opportunities to present. You should also challenge yourself to present on topics that are unfamiliar or complex, and to audiences that are diverse or critical. Additionally, it is important to seek feedback from different sources to get different perspectives and insights on our presentation skills. It will benefit me for my futures. Presentation skills can help me create a sustainable future for my personal development. It can also, help me expend your connection and collaborations, while developing our self-expression. Furthermore, presentation skills can foster your curiosity, creativity, and critical thinking.

For example: for most people the first presentation can be for the purpose of selecting candidates and it can be given in front of a committee which makes it even more important if we want to get the job and this can be referred to as 'job interview' we must try to make a good presentation so that we can perform better than others and succeed in winning the job we want. There are two types of people successful and unsuccessful, but this is only due to desire, and this is what we want to achieve in the future. After improving my presentation skills in the future, I will be able to present my ideas more convincingly. Easy to convince people and recognize how much they trust me and support me. I will be able to successfully sell ideas and products. I will know the intricacies of body language, so that I can control myself and effectively read the signals that we usually do not notice. We will master methods of speaking in front of an audience, presenting yourself and your business for persuasion and control of the situation. The most important is successful presentation in front of an audience. Strong persuasion in a few sentences and contact with the audience, entering a role and influencing through your behaviour.

These re things that will help me in my development, one should never give up and only go forward, because there are no people who know everything, there are people who want to learn everything, because one learns while life.

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