Client’s name

Professor’s title

The title of the course

01 March 2019

**Effective Presentation**

Any speaker's delivery, posture, gestures, vocals, eye contact, movement, facial expression important to a speech since they are indicators of any effective communication. These indicators are an integral part of on verbal communication which further comprise of tone of voice, body language, gestures, eye contact, facial expression and proximity. These elements are crucial since they give deeper meaning and intention to your words. Vocals or tone includes the pitch, volume and inflection of your voice which displays confidence and authenticity. I believe that my facial expressions need a lot of improvement since when I present, my expressions get blank and convey nothing as anxiety overpowers me. This could have been a lot better if my expressions demonstrated what I was talking about on stage as well.

I currently design my power point presentations by taking note of all the tidbits discussed in the chapter. However, one crucial mistake that I keep on making is to keep on putting everything in bullet points in attempt to avoid putting everything that I am going to say on slides. This creates a messy clutter as the audience fails to understand the intent of content being displayed in front of them. So now, I only put the name of the idea that I am about to discuss in bullet points and discuss it with audiences as I go.

The strategies do I plan to use to maintain audience interest include the use of a compelling image or metaphor that captures the essence of presentation/subject matter. This will help the audience to focus on my speech and remember the main point and purpose of the speech in the days and weeks to come. Furthermore, I intend to choose a subject that my audience cares about. The audience wants to know how your presentation is going to add value to their lives or improve their lives or solve a problem in their lives. So, I will consider the needs, values, and desires of the audience as I pick the presentation topic.

**References (provided by client)**

http://m.youtube.com/watch?v=lpvgfmEU2Ck&desktop uri=/watch?v=lpvgfmEU2Ck