

# **Oral Presentation What do you need to know?**

*By:*

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# Oral Presentation

## What do you need to know?

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## PREFACE



*In the name of Allah the most gracious, most merciful.  
Thank you Allah for giving us strength, health, patience and  
motivation to work on this e-book.*

*Oral Presentation, What do you need to know focuses on  
oral presentation skills because the topic is actually one of the  
chapters taught in DUE10012 Communicative English 1, the  
English syllabus for Malaysian Polytechnics . This E-book is  
prepared by taking into consideration the Course Learning  
Outcome (CLO) of the Communicate English One (DUE10012)  
syllabus which is a compulsory course that need to be taken by  
all semester one students in polytechnic. Most of the tasks and  
activities given are adjusted with the objective mentioned above  
and are considering the general framework of Outcome Based  
Education (OBE).*

*We would like to say our deepest gratitude to our family  
members, colleagues and friends for helping and supporting us  
to finish this e-book. Writing an e-book is not as easy as it  
look, but all the support and encouragement motivates us to  
complete this e-book journey. We are indebted to everyone for  
helping us in completing this e-book.*

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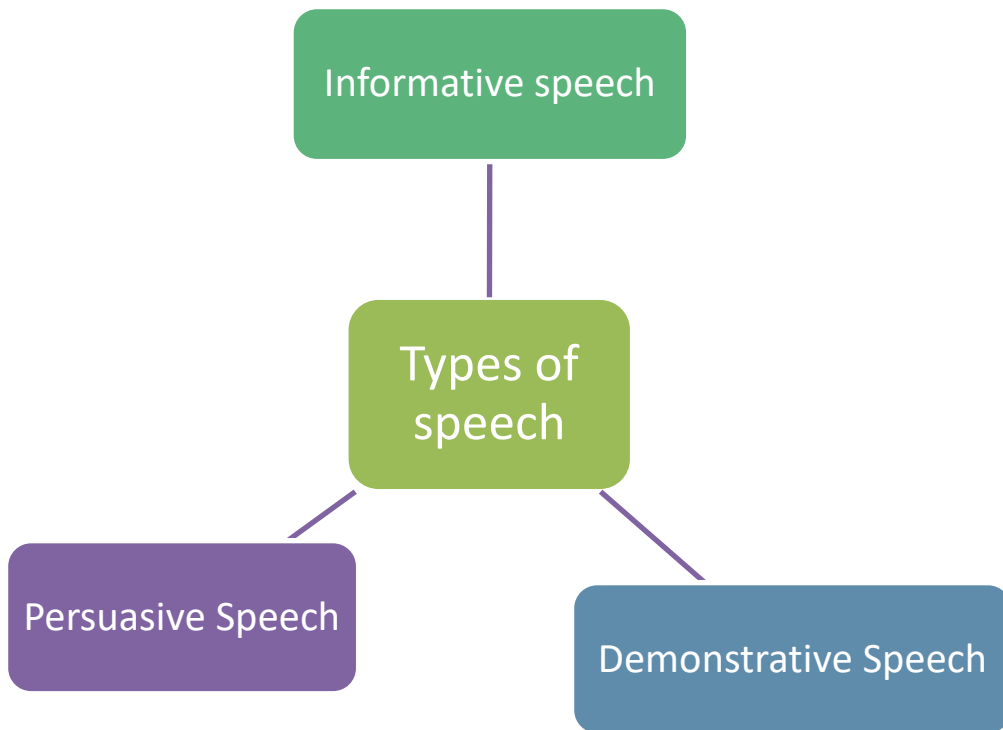


## 1.0- What is Oral Presentation?

Oral presentation means delivering an address to a public audience. It also refers to public speaking or speech making

## 2.0- Types of Speech

There are altogether three main types of speeches. The type of speech will reflect the objective of the speaker.



## INFORMATIVE SPEECH

This type of speech is usually the easiest to do and it intends to educate the audience on particular topic. The purpose/objective of this type of speech is usually to inform/convey knowledge.

## PERSUASIVE SPEECH

This type of speech is usually the hardest to do and it intends to convince people about the speaker's idea or stand. The purpose/objective of this type of speech is to convince/persuade the audience to believe a certain point of view.

## DEMONSTRATIVE SPEECH

If you want to show/demonstrate something to your audience, this type of speech is definitely what you need to do and it usually requires more physical demonstration. The purpose/objective of this type of speech is to show/demonstrate about something.

### DO YOU KNOW THAT..

The longest speech ever given to the UN was delivered in 1957 by the Indian politician VK Krishna Menon, who talked for nearly eight hours while defending India's position on Kashmir.

*Taken from:  
<https://www.guinnessworldrecords.com/world-records/longest-un-speech>*

## PRACTICE

Based on the topics given below, decide the type of speech. Write (IS) for informative speech, (DS) for demonstrative speech and (PS) for persuasive speech

Topic of Speech	Type of Speech
The benefits of eating healthy	
Zombies are not real	
Covid-19 vaccination can save life	
How to loose weight in 30 days?	
Beautiful islands in Malaysia	
How to generate income while studying?	
Insurance policy is a must for everyone	
Datuk Lee Chong Wei, the badminton legend	
Why you should buy a Japanese car?	
Tips on keeping your mental health during lockdown	



## 3.0- Planning & Organizing An Oral Presentation

Planning for a good speech requires lots of planning and preparation. There are a few steps involved when preparing for a speech. Below are the steps that one could follow when preparing for an oral presentation:

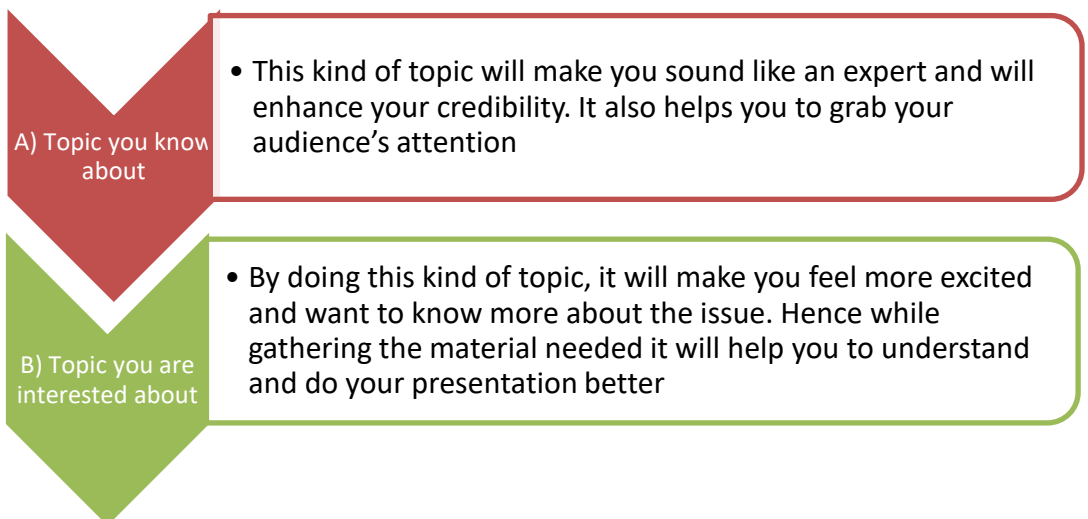


*Image from Novocom.top*

## 1) Brainstorming/ Choosing A Topic

Brainstorming and choosing a topic for a presentation is the first step involved when preparing for a presentation. But it is definitely not an easy task. So how do you brainstorm for a good topic for a presentation? What are the things that you must consider and how do you know that it will be a good topic to talk about?

When deciding on the topics, you must consider these two points:



Once the topic is decided, determine your general and specific purpose and the central idea of your presentation.

✓ **General purpose** can be divided into three types which are ***to inform, to persuade or to demonstrate.***

✓ **Specific purpose** is where you narrow down your topic and focus on an aspect that you would like to talk about.

*For example, to inform my audience about the three types of germs in our hands*

✓ **Central idea** (sometimes called the thesis) will state in one sentence on what the speech is all about.

## PAIR WORK



*Image from lconspng.com*

Your lecturer asks you and your partner to prepare for a 5-minute presentation. Discuss with your partner and list some possible topics that you think would be a good topic for presentation. List your possible topics based on the table below.

<b>TOPICS YOU KNOW A LOT</b>	<b>TOPICS YOU ARE VERY INTERESTED ABOUT</b>

## 2) Analysing Your Audience

This is also another important aspect that one must consider when wanting to choose a title for the presentation. Analysing your audience will help you to give a good impact on your presentation. Here are the details that one might need to put in mind when analysing the audience:

### Background of Audience

- Age, Gender, Religion, Cultural Background and Group Membership are among the details that you must consider when it comes to the background of the audience.
- E.g.. You do not want to be presenting about motherhood to a group of boys and you also do not want to be boasting about Lin Dan to Lee Chong Wei's fans

### The Setting

- The size (number ) of the audience and the physical setting are the points that you must also take into consideration when choosing a topic. The bigger the number of audience, the more preparation you have to do. For example in term of the visual aids. ( Slides, Brochures, Pictures, Flyers, Videos)

### Audience's Perception of the Topic of Presentation

- Among the aspects that you need to consider while brainstorming on your topic would be their interest, background knowledge and their attitude on the topic
- E.g. You need to find a topic that is interesting to your audience so it will trigger their attention. At the same time, you don't want to present something that your audience already know and very familiar about. You also need to remember that people would never lend you're their ears if they are against or have different views on the topic that you plan to present.

### 3) Collecting Material

The most difficult and challenging of making a presentation is determining how to actually start. Many presenters worry themselves sick trying to figure out how to get started and what exactly they want to say. Hence the first step that you should do is to collect and read as much information as possible about your topic. You need to learn a lot about the topic that you want to present. Prepare detailed notes on some of the ideas you may want to use during your presentation. Ask yourself what information you plan on discussing during your presentation, what message you want to deliver to your audience, and where you can find additional information. Some of the sources that you can go to and look for your presentation material are such as:

- Doing library research
- Using your own experience and knowledge
- Surfing the internet
- Interviewing

## 4) Supporting Your Ideas

It is not easy to compose good speeches. Hence, it is vital for one to find strong supporting materials to bolster the speaker's point of view. A good supporting material will help to differentiate between a good and poor speech. Therefore you need to decide on the ideas that need to be supported by looking at your audience, topic and specific purpose. Research must be done so that the supporting materials gathered will be able to convey your message and ideas clearly. Good supporting materials should be accurate, reliable and relevant to the audience. Examples of supporting material that can be used to support you idea are such as

- ❖ Examples
- ❖ Statistics
- ❖ Testimonies
- ❖ Explanation

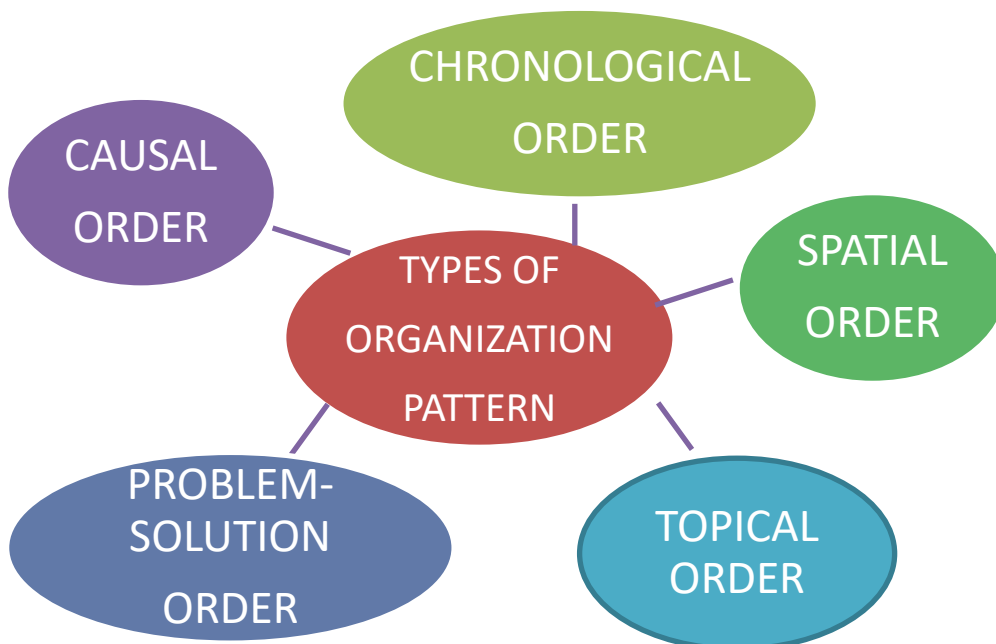
## 5) Organizing ideas and Composing Details

According to Lucas (2007), organization allows you-and your listeners- to see what ideas you have and to put mental 'hand's on the most important ones. If your speech is well organized, it will serve you better. When you organize your ideas well, coherence and cohesiveness of the speech will be achieved. At the same time, it can also help to boost your confidence as a presenter and improve your ability to deliver the message fluently.

If you fail to organize your ideas, your listeners will have a difficult time to comprehend your speech if you mix up and bounce wildly from one point to another. The main points are the central features of your speech. Therefore you must make sure that you select them carefully, arrange them strategically and phrase them precisely. Main points are the major points developed in the body of a speech. Usually it recommended for a speech to have between 2-5 main points.

There are five basic patterns or organization that are used most often by the public speakers.

**Main points are the major points developed in the body of a speech.**



## CHRONOLOGICAL ORDER

This type of organization pattern is where the main points follow a time pattern. It is commonly used in informative speech to illustrate historical events in the sequence in which they happened and also used in demonstrative speeches to explain a process or demonstrating on how something is done.

<b>Specific purpose:</b>	<b>To inform my audience of the steps involved in fish canning</b>
Central Idea	There are five steps in getting the fish canned
Main points	i) First, the fish is sent to cannery
	ii) Second, it is cleaned carefully and some parts are removed
	iii) Third, the fish is washed thoroughly, drained and soaked in salt
	iv) Finally, the fish is put in cans which are then sealed with lids.



## SPATIAL ORDER

Spatial order proceeds from top to bottom, left to right, front to back, inside to outside, east to west or some other route and it is also commonly used in informative speech.

<b>Specific purpose:</b>	<b>To inform my audience of the design of the Eiffel Tower</b>
Central Idea	Eiffel Tower is divided into three sections
Main points	i) Firstly, the lowest section of the tower contains the entrance, gift shops and restaurants
	ii) Secondly, the middle section of the tower consists of stairs and elevators that lead to the top.
	iii) Thirdly, the top section of the tower includes an observation deck with a spectacular view of Paris

## CAUSAL ORDER

Causal order is usually used to show a cause-effect relationship. When you put your speech in causal order, you will have two main points. One dealing with the causes of the event and the other one will deal with its effects.

<b>Specific purpose:</b>	<b>To inform my audience on the effects of cyberbullying among teenagers</b>
Central Idea	Cyberbullying is getting more serious nowadays and it gives lots of effects to teenagers.
Main points	i) Firstly, it can steal their feeling of happiness and contentment.
	ii) Secondly, it can increase the feeling of worry and isolation
	iii) Lastly, it can erode the self-confidence and feelings of self-worth

## PROBLEM-SOLUTION ORDER

Speeches arranged in problem-solution order usually are divided into two parts. The main points will show the existence and the possible solutions for the problems. This type of order is usually appropriate for persuasive speech.

<b>Specific purpose:</b>	<b>Baby dumping cases in Malaysia can be reduced with the help of everyone in the society</b>
Central Idea	To persuade the audience on possible actions that should be taken to reduce baby dumping cases in Malaysia
Main points	i) Firstly, what can be done is comprehensive sex education for teenagers but it must not exclude information on contraceptive and abortion.
	ii) Secondly, support and care services must be received by teenagers experiencing unwanted pregnancies.
	iii) Lastly, parents and teachers play a vital role in educating their children and students and instil awareness of the consequences of baby dumping.

## TOPICAL ORDER

Topical order is a speech that is broken down into its' basic parts. Topical order results when you divide the speech topic into subtopics, each becomes a main point in the speech. This type of speech can be used when doing informative or persuasive speeches.

<b>Specific purpose:</b>	<b>To inform my audience on tips of saving money as students</b>
Central Idea	There are four ways that can be done to save money as students.
Main points	i) Firstly, you need to keep track of your spending
	ii) Secondly, you need to separate what you want and what you need.
	iii) Thirdly, you can save regularly.
	iv) Lastly, you can also try lowering your energy bills.

## 5) Example of Outline for Informative Speech

A good and organized speech outline will serve as a good guide for you when preparing for your presentation. A good outline should be detailed and contained all the important elements needed in your speech. Below is an example of an outline that can be done when preparing a speech.

### OUTLINE OF INFORMATIVE SPEECH

Title : \_\_\_\_\_

Purpose : To inform/share/tell/convey audience about \_\_\_\_\_

Thesis : Today, I will \_\_\_\_\_

#### Introduction

##### Attention Getter

(The part where you add interesting elements in your presentation)

##### Relevance

(The part you mention the significance of your topic and relate the topic chosen to your audience)

##### Credibility

(The part where you tell your audience why you are the right person to present about this topic)

##### Thesis

(The part you present your central ideas and preview of your presentation)

## OUTLINE OF INFORMATIVE SPEECH

### Body

Transition First, \_\_\_\_\_

---

---

---

Transition Next, \_\_\_\_\_

---

---

---

Transition My last point is \_\_\_\_\_

---

---

---

### Conclusion

In a nutshell/ In conclusion/ To conclude \_\_\_\_\_

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## 6) Practising Your Speech

According to Tuttar (2018) a well-prepared speech means practicing. The poorer your preparation is and the less work you do, the greater the probability that no-one can relate to your speech, in a way that will make the audience forget you already during your presentation. Hence we cannot deny that practicing your speech is the most crucial steps when preparing for a presentation and it needs lots of time and persistence.

**PRACTICE  
MAKES  
PERFECT**

*Image from  
Pinterest*



## 7) Presenting Your Speech

Finally after all the hard work and effort preparing for the presentation, it is time for you to present your speech. According to Lucas (2007) speech delivery is an art, not a science, where what works for one speaker may not fail for another. A good speaker will consider basic aspects such as speaking intelligibly, avoiding distracting mannerisms, and establishing eye contacts with the audience. Once you get the basics in control, you will feel confident and comfortable delivering your speech in front of your audience. Here are some of the things that one must consider when wanting to do a presentation:

### TONE

Your tone plays an important role in creating or changing a mood

### GESTURES

Bear in mind that whatever gestures you make, they should not draw attention to themselves and distract the audience. It would be good if the gestures appear natural and spontaneous and help to clarify and convey your message to the audience.

### EYE CONTACT

Direct and natural eye contact will help to you to build rapport with your audience and connect them to you. The fastest way to establish a communicative bond with your audience is by looking at them pleasantly and personally.

*Gestures are motions of a speaker's hands or arms during a presentation*



## 7) Presenting Your Speech

### ARTICULATION

It is crucial for you to articulate your words clearly so that the audience would be able to understand you. Hence, if you have problems with your articulation, work on identifying and eliminating your most common errors.

### LANGUAGE

Use proper and easy to understand words/phrases to avoid misunderstandings during the presentation. At the same time, be careful not to use non-words or fillers such as 'urm' 'and 'ah' too often during your speech.

### DRESSING

Dress for success and look ready, neat and professional during the presentation. A good and proper outfit will give a good impression to you audience. Try to avoid wearing anything bold because it can distract your audience's attention.

### BODY POSTURE

Always show a good body posture because posture implies confidence.

### BREATHE

Do remember that you can also control your nervousness by taking a deep breath. In addition, it can also helps you to gather your thoughts before you say something and sometimes you also need to good pause to provide emphasis.

## 7) Presenting Your Speech

### CONFIDENCE

Be enthusiastic and look confident. When you show this to your audience, they will have faith in you and give you their attention.

### MOVE & SMILE

During a presentation, you should move a bit but not too much. At the same do not forget to smile because a smile would not only make you look better but it can also make your audience more interested.

## 8) Reflecting Your Presentation

This is the last thing that you will do after you are done with your presentation. Self-reflection is good because it can help you to evaluate and identify your strength and weaknesses when presenting. By doing this , you will also improve and build your strength as a speaker. Some of the questions that you can ask yourself while doing a reflection on your presentation are such as:

- How do you think you have done the presentation?
- What are your strength during the presentation?
- What do you think you should improve to make the presentation better?
- What surprised you during the presentation and why?
- What is the most valuable lesson that you have learnt today?

Reflection is your written or spoken thoughts about a particular subject or topic

## ACTIVITY

Recall one of the presentations that you have attended recently. What can you recall from the presentation. Do you think it was a good or bad presentation? Complete the table below and briefly describe the factors that lead to the success or failure of the presentation.



*Image from Shutterstock*

<b>THE SUCCESS</b>	<b>THE FAILURE</b>

## 4.0- Stage Fright

Stage fright can be considered as nervousness before or during and appearance before an audience. According to Arzt. N (2021) stage fright is a common type of anxiety that refers to feeling anxious when presenting before an audience. Stage fright can happen to anyone even to those who speaks regularly. Hence, stage fright is common and normal.



*Image from Pixabay*

Not everyone in this world is gifted with the ability to do public speaking well. Hence, stage fright is common, normal and there is nothing to be ashamed of. It can also happen anywhere and anytime especially when the situation makes you feel that you are judged or evaluated based on your performance. Most people usually deal with stage fright during these occasions:

- Job interviews
- Class Presentations
- Presentations during meeting
- Best student/employee/actor/actress speech
- Making small talks with strangers

## BRAINSTORM

In your opinion, list down in the box below what could be the reasons many people are very scared and do not have the confidence when it comes to doing presentation.



## DISCUSSION



*Image from Google.com*

With your classmates, share about what do you feel and experience when you are required to do a presentation. Share on the tips to calm yourself and what have you done to overcome the stage fright. Write all the tips and ways to overcome stage fright on a mahjong paper and present them in the class.

## 4.0- Symptoms of Stage Fright

Below are some of the symptoms when one is dealing with stage fright:

Sweaty & Cold Hands and Feet
Butterflies in stomach
Tight Throat
Dry Mouth and Tight Throat
Fidgeting
Rapid heart beat and breathing
Trembling Hands
Breaking Voice
Desire to frequently go to toilet
Blank mind
Nausea
Adrenaline rush
Fuzzy Vision
Lightheaded



*Image from Shutterstock*

## 4.0- Overcoming Your Stage Fright

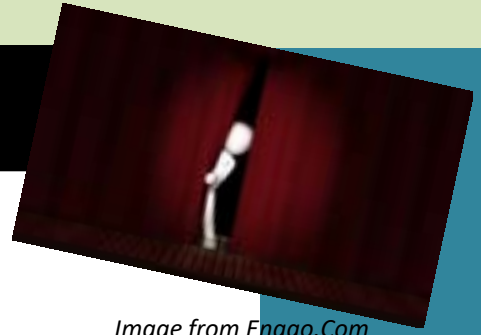


Image from Enago.Com



## 5.0- Golden Rules in Presentation

Presentation involve audiences, therefore we should be careful when present. When planning for presentation, we need to observe what are the thing that we can do and what we can not do during presentations. Consequently, we will create a good presentation.

### Things We Should Do During Presentation

1. Establish a clear objectives of presentation to our audiences.
2. Organize information appropriately from most important to less important.
3. Use key words or note to assist during presentation.
4. Create a strong and interesting opening and closing.
5. Speak with lively volume and intonation.
6. Use attention-grabbing like visual aids or make a joke.
7. Dress properly according to occasion's theme.
8. Prepare and practice beforehand so that we do not make mistake.
9. Create interesting and positive environment to grab audiences' attention.
10. Handle questions positively with smile.
11. Use suitable gestures and body postures.
12. Use suitable vocabulary.
13. Speak clearly, slowly and appropriately
14. Memorize and understand the content of your speech
15. Practice. Practice. Practice.



*Image from Google*



## Things We Should Not Do During Presentation

1. Do not do any preparation before the presentation.
2. Present information which is too complex to understand.
3. Give irrelevant anecdotes or inappropriate jokes.
4. Speak too quickly and slow.
5. Prepare too much materials
6. Use inappropriate visual aids for example video is too long and small size fonts.
7. Read from scripted text and do not make eye contact with audiences.
8. Blocking you audiences' view of a visual.
9. Display improper body language.
10. Do not facing your back to audiences when delivering your presentation.
11. Ignoring your audiences' questions or responds.
12. Do not memorize your speech without understanding.
13. Do not slouch and fidget when presenting.
14. Do not split your audiences' attention.
15. Do not underestimate or assume the audience have the same knowledge like you.

**Anecdote means a short, interesting or amusing story about a real person or event**

**Fidget is to keep moving your body, your hands or your feet because you're nervous, bored, excited**



*Image from Shutterstock.com*

## PRACTICE

Identify the Do's and Don'ts of Oral Presentation.

No		DO'S / DON'T
1	Present information which is too complex to understand.	
2	Dress properly according to occasion's theme.	
3	Smile and interact with audience during Q&A	
4	Blocking audiences' view of a visual.	
5	Ignoring your audiences' questions or responds.	
6	Organize information appropriately from most important to less important.	
7	Give irrelevant anecdotes or inappropriate jokes.	
8	Speak with lively volume and intonation.	
9	Create a strong and interesting opening and closing.	
10	Present information which is too complex to understand.	
11	Just memorize the whole speech without understanding	
12	Finish the presentation quickly	

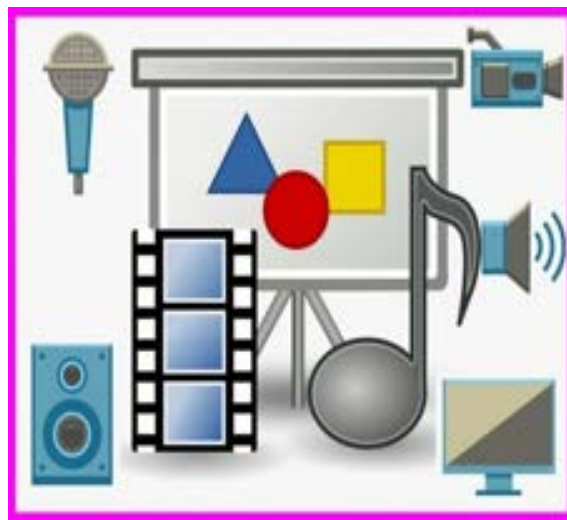
## 6.0 Visual Aids in Presentation

Visual aids are items of a visual manner, something that can be seen by others. Example of visual aids are graphs, photographs, video clips and others. These visual aids are used in addition to spoken information.

Why we must use a visual aids in presentation? This is because visual aids can enhance presentation. Hence, they can also increase audiences' understanding of the topic presented. Other than that, visual aids will attract audiences' to focus on presentation. According to Lester (2006) society becoming visually mediated and most of them achieve understanding by reading images.



*Image from Google*



*Image from Google*

## 6.0 Visual Aids in Presentation



*Image from Google*

Can you tell me what are the purposes of using visual aids?

The purposes of visual aids are:

1. To summarize information present during presentation.
2. Create good impacts on audiences.
3. To display and emphasize important points to audiences.
4. To engage audiences' attention and maintain their interest.
5. To attract and help audiences to understand better.
6. To enhance speaker's credibility.
7. To make memorable presentation for audiences.



*Image from Google*

# Types of Visual Aids in Presentation

## PowerPoint

- ❖ Easy to create attractive and professional presentation.
- ❖ Simple to modify and reorganize contents.
- ❖ Can insert a range of visual items and improve audiences' focus.

## Handouts

- ❖ Contain key information from presentation.
- ❖ Prevent from overwhelming audiences with too many information.
- ❖ Help audiences to alert with important points.

## Video clips

- ❖ Great way to engage audiences with the presentation.
- ❖ Increase audiences interest about the topic.
- ❖ Can bring motion, images and audio in presentation.

## Posters

- ❖ Can create using a variety of visual devices.
- ❖ Portable and can make them as elaborate as you want.
- ❖ Can attract audiences' attentions.

## Models or Prototype

- ❖ Give visual aids of actual product.
- ❖ Can demonstrate on how to use the product.
- ❖ Can help to explain technical part easily.

Can you think other type of visual aid?



Image from Google

## 7.0- Preparing and Handling Visual Aids

### Preparing Visual Aids

- Choose a visual aids that can support your message so that audiences can easily understand your point.
- Ensure visual aid suitable with the point to avoid audiences' confusing.
- Visual aids must be clear, concise and high quality.
- Use visual aids to highlight important point.
- Keep the style consistent such as font size and style especially for Powerpoint.
- Limit the use of visual aids, for example the length of video should not be more than two minutes.
- Use a variety of visual aids to attract audiences' attention such as graph to display data and poster to promote ideas.
- Choose a readable or visible visual aids for example clear picture and suitable font size.
- Make sure visual aids are neat and accurate thus help the audiences to understand better.
- Practice using visual aids in advance and ask for feedback from friends or colleagues.
- Make sure visual aids are interesting, simple and appropriate.
- Test your visual aids and prepare back up plans if anything goes wrong
- Familiarize yourself with the visual aids that you will use and practice with your visual aids.

## 7.0- Preparing and Handling Visual Aids

### Handling Visual Aids

- Make sure to check visual aids able to display to audiences before the presentation.
- Organize visual aids according to flow of presentation.
- Ensure audiences can see the visual aids clearly.
- Point the part of visual aids while explaining about it.
- Give audience some time to see and understand the visual aids.
- Do not face the visual aids while explaining about it.
- Avoid reading from the visual aids.
- If the visual aids are small, make a handout and give to audiences.
- Avoid using too many visual aids that can make audiences feel bored.
- Do not use visual aids that can distract audiences' attention from presentation.
- Avoid using visual aids that can trigger discomfort to audiences.
- Visual aids are use to enhance the presentation, not to do the presentation for you.
- Do not talk to your visual aids
- Do not spend too much time preparing your visual aids

## DISCUSSION



*Image from Google*

In your group, conduct an internet research on the use of **Video clip** in enhancing a presentation. Present your findings with the use of proper visual aids. Your research should include:

1. How to use **Video clip** in presentation?
2. Ethics in using **Video clip**.
3. What kind of **Video clip** that is suitable to use?
4. The suitable length of **Video clip** to use in presentation.
5. Advantage and Disadvantage of using **Video clip** in presentation.



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