



A MODEL TOWARDS THEME PRESENTATION IN PROFESSIONAL COMMUNICATION

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ABSTRACT

Presenting one's view in a consistent and forceful manner is always a challenge. It is an act in professional communication that requires a seasoned practice towards maintaining clarity, conciseness and coherence. Along with the accuracy of structure and style in individual and theme presentation, a good command over soft skills is also required. Theme presentation is very close to paper presentation. Each theme varies in perspective and requires a different style of representation in coherence with its nature. A proper training in language lab can develop the skills in this field. The present paper is a record of my experience in teaching theme presentation. I am sure, methodological practice and training in the field can bring magical results.

Key Words: Theme Presentation, Individual Presentation, Group Presentation, Professional Communication

INTRODUCTION

Presenting one's view in a consistent and forceful manner is always a challenge. It is an act in professional communication that requires a seasoned practice in maintaining clarity, conciseness and coherence. Along with the accuracy of structure and style in individual and theme presentation, a good command over soft skills is also required. Theme presentation is very close to paper presentation. Each theme varies in perspective and requires a different style of representation in coherence with its nature. Also it is related to speech, and shows the features of good speech or bad speech when materialized. James E. Dyer observes about the speech delivery that "the primary difference between a poor speech and a good one is in its delivery. The real challenge of public speaking is the actual presentation of the speech. Proper delivery techniques should be used to successfully communicate the substance of the

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speech to the audience.”(Dyer,1).It is also appropriate here. A proper training in language lab can develop the skills in theme presentation.

Discussion: The present paper offers the details of various activities proposed in a Language Lab .

How to materialize it in Language Lab:

(I) Individual Presentation

Advice to Teachers: The teachers are advised to assign a topic to each student in the group. He/she will instruct the student to collect material on it from various online sources. The student will cite appropriate reference to the selected content. After collecting the material the student shall arrange it in the form of a script for the presentation. The student will present it before the audience (the class during practice session) as per the schedule.

Proposed Steps:

- | | | |
|------|---|------------|
| i. | Introduction by the teacher | 10 minutes |
| ii. | Allocation of theme to each student, by the teacher | 10 minutes |
| iii. | On spot data collection by student | 15 minute |
| iv. | Writing on the theme | 15 minute |
| v. | Peer reviewing | 10 minute |

Home work: Reevaluate and rewrite, also incorporate the suggestions by peer and teacher if any.

Next Day onwards presentation slots

- Presentation by individual student
- Comments by class
- Moderation by Teacher

: Final Presentation

- :05 minutes
: 05 minutes
:05minutes

In this process 15 minutes is allotted to each student. B adopting this method, we can bring maximum result.

(II) Group Presentation

For group presentations divide the class in the groups of five students each .As discussed earlier, the learners shall work out in a group and prepare their presentation as per the following pattern. In the Presentation slots, the groups shall make their presentations. First of

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all the student whom the group assigns as Group Presenter/Member Presenter will present on the theme for 5 minutes, then the other 4 members shall share their experience of working in the group for 2 minutes each. In 7 minutes the moderator (teacher concerned) shall review and give suggestions.

Steps:

- | | |
|--|------------|
| i. Subject Introduction by the teacher | 10 minutes |
| ii. Allocation of theme to each Group by the teacher | 10 minutes |
| iii. On spot data collection by the Group | 15 minute |
| iv. Writing on the theme | 15 minute |
| v. Peer reviewing | 10 minute |

Home work: Revaluate and rewrite, also incorporate the suggestions by peer and teacher if any.

Next Day onwards there shall be presentation slots.

Final Presentation

- | | |
|------------------------------------|----------------------------|
| i. Presentation by Group Presenter | : 05 minutes |
| ii. Experience sharing by Members | : 02 minutes each (2x4=08) |
| iii. Comment by class | : 05 minutes |
| iv. Moderation by Teacher | : 07 minutes |

By adopting this method, we can bring maximum result for the learners.

Tips for a Great Presentation:

Presentation is a big task for many. It is generally seen that while going for presentation many people look tense, anxious and sometimes even scared. To boost up the morale and to avoid the tension, here are some good tips:

- i. Know the Audience: Whom are you going to talk?
- ii. Know your Purpose: Why are you going to talk?
- iii. Know the Content: What are you going to talk- the content and related facts.
- iv. Know your tools: Know the Visual Aids you will get while presentation. Learn to use them smoothly.
- v. Know how your body talks? Maintain appropriate body language.
- vi. Know how and when to smile.
- vii. Maintain appropriate patterns of emotional quotient.



James E Dyer offers the following suggestions for effective speech delivery, and it is quite appropriate in theme presentation as well.

Delivering an effective speech is the last challenge to conquer in effective presenting. The speaker needs to first overcome nerves. Secondly, the speaker should apply and practice effective delivery techniques in the areas of stage presence, voice qualities, power of expression, and eye contact. Finally the speaker should prepare presentation aids to assist in delivering a memorable message. The more practice and experience gained in delivering speeches, the more natural these techniques will become. (Dyer, 6)

A Model Presentation

A Brief Presentation On The Occasion Of Uk India Policy Dialogue On Innovations In Higher Education Management

By Dr Alka Singh

Professor Nishi Pandey ,President, Association of British Scholars, Lucknow Chapter, and Secretary ,Higher Education Research Foundation , Representatives of the British Council New Delhi, and Esteemed Educationists present in the house.

It is a pleasant occasion for us that our University is hosting the UK-India Policy Dialogue on Innovations in Higher Education Management on October 17th and 18th .

Since English is the *lingua franca* of international legal community, and in the modern day business, any field of law, requires a sound knowledge of the language of law ,we, at our University, offer three courses on Legal English ,and Language of Law , to the students of B.A.LL.B. (Hons).These courses cater to the professional requirements of a successful legal professional. The courses enrich the Legal language, which is a type of understanding in professional communication used by lawyers, judges, legislators, and others in the field of law towards professional communication.

Since our University aims at imparting the state of the art education in the field of law and associated disciplines ,we have prepared our syllabi at par with those offered in the best universities of the world, with a keen eye to the practical requirements of the legal profession. We impart practical Legal English teaching. The use of modern teaching technology in different courses helps the learners avail sufficient training towards operating professionally in any field of law, justice, administration etc. that requires an excellent knowledge of Legal English. The students, thus, garner and enrich their linguistic skills, required for the

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professional excellence in their sphere of law, provide them with the necessary tools and skills to function efficiently and to become successful international lawyers.

Since the modern day scenario in the concept of Legal English and Communication has been changing .It is governed and pressed by the current market forces, and the requirement of the world economy. Clinical Legal Education and different postmodernist concerns have brought the breeze of revaluing and remapping the context and connotations of methodologies and patterns of educations .I am focusing in the concept of Language of Law. I feel proud to share with the august gathering, that last year, we have framed an innovative course in the 'Language of Law' which is widely praised and simulated across the law schools.

Overall our objective is to promote authentic legal communication ability among our stake holders, that promotes motivation by informing and clarifying the employees about the task to be done, the manner they are performing the task, and how to improve their performance if it is not up to the mark.

Keeping the need of rather less privileged students in mind, we impart Remedial Teaching, also, to our students as per the need.

What I feel to do something new is, to develop e-content development centre for English. The e- content shall focus, in particular for the courses- that language teachers offer. Mainly it will consider the e content development on important texts, and contexts, of English language and literature, and also for the important subject of higher academics. It shall be developed with rich media, voice over, animation, intuitive user interface and simulation. This is the demand of the day. I am confident that bright students in higher education across the nation and wide, shall co-operate us with their innovative talents, and shall develop more flexible, responsive state of art pedagogy as required for really improving higher education. Under our efforts our students shall develop the skills as the instructional designers, interface designers and animation experts while being adept in their own areas of expertise. The e-Learning content development shall not be limited to language of law ,and the courses in communication but it shall go much beyond. It shall also cover the areas like Instructional Design, Simulation, Interactive Tools, effective voice over rendition and rich graphics. For the successful completion of the task, we need a moderate support from the British Council, and I, hereby, request the esteemed representatives of the British Council, to consider it.

If we consider the present higher education system across the nation , we feel a big gap in the standard of schooling. It shall be an authentic deliberation, if we look at higher education system in relation to the primary and secondary education . Although ,we at Dr. Ram Manohar Lohiya National Law University, are privileged to find the best law aspirants , yet

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many traditional universities and colleges have to admit a mixed lot of students at the entry level of graduation. A small portion of which, is as good as to compete with the students of the best universities of the world, but a majority makes the lot which exposes a very loose grip over English. Professor Nishi Pandey is well aware of the issue. She has worked diligently and earnestly to train the principals, and teachers of higher education as the Director Academic Staff College. Many a times she has conducted special programmes for the teachers, to tackle a mixed lot of students, and on e-content development, and innovative teaching. Madam, I request you to please develop such a model which could spread the state of the art education even to the last person of the society. In this regard, my humble suggestion to the delegation is to formulate such policies on higher education which is in consonance with the status of primary and secondary education. If we analyse the issue in question without any such concern, we see that many a high sounding programmes and policies finally see simply a naught in their effect because they are squint in formulation, and had neglected one class of society, which makes a better say in educational and economic scenario.

We, here, at Dr Ram Manohar Lohiya National Law University, are committed to impart world class education, and are doing that, since the very inception.

We promise to take Higher Education to the Olympian Heights.

Thanks and regards to all.

CONCLUSION :

During my teaching, and training the students of ESP, communication studies, and English for Law, I have felt and testified that methodical training on Theme Presentation in Professional Communication, as discussed above, can bring magical change.

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