



Oral Presentation & Factors Affecting Presentations

Subject : Business Economics

**Course : B. A. (Hons.), 1st
Semester.**

Paper No. : 104 (One Zero Four)

& Title : Business Communication

Unit No. : 3 (Three)

& Title : Oral Presentation

Lecture No. : 1 (One)

**& Title : Oral Presentation & Factors
Affecting Presentations**

Credits

Subject Co-ordinator:

Dr. V. Chari
Professor, H. K. School of Commerce,
Gujarat University,
Ahmedabad.

Subject Expert

Tejal Jani
Assist. Prof. In English,
GLS (J P Shah),
Inst. of Business Administration,
Ahmedabad.

Presenter

Tejal Jani

Technical Asst. & Sound Recording

Smita Bhatt

Editing

Akash Choudhary

Multimedia

Gaurang Sondarva

Camera

Mukesh Soni

Technician

Mukesh Soni

Helper

Ambalal Thakore

Ishwar Maratha

Prod. Asst. & Editing Concept

Mukesh Soni

Graphic Artist & Animator

Dilip Dave

Akash Choudhary

Producer

Dinesh Goswami

GLOSSARY

Articulation

One's ability to speak different sounds distinctly

Chronemics

The study of the use of time in non-verbal communication

Kinesics

The study of body language

Non-verbal communication

The communication made without using words

Oral presentation

A formal talk delivered to the audience which is both interested and knowledgeable

Paralanguage

The non-verbal aspects of the spoken language

Pitch

The rise and fall in human voice

Presenter

The one who makes the presentation

Proxemics

The study of space as a communicative system

Rhythm

The modulation of stressed and unstressed elements in the flow of speech

Tone

The quality of the voice

Volume

The loudness or softness of the voice