



## How To Become A Successful Orator



**Author:** Dr. Milind V. bhutkar  
**Format:** Paperback  
**ISBN:** 8178061708  
**Code:** 9375B  
**Pages:** 179  
**Price:** Rs. 150.00 US\$ 6.00

**Publisher:** Unicorn Books  
Usually ships within 5 days

Effective communication with the audience is an essential element to jumpstart your career. This practical and easy to use book will show you how to influence your audience with crisp and immaculate presentations. Its lively style and down-to-earth advice will help you to master all the skills required for those high impact presentations which would put you in the driver's seat in your profession. Here is a glimpse of what you will be equipped with after perusing the "How to Become A Successful Orator: Active listening skills, accent neutralisation, self management skills, composing the draft, using humour in the presentation, creating great visuals" both for OHP as well as for PowerPoint, memorising the presentation, conquering the presentation anxiety, presentation delivery, effective use of body language and handling the presentation emergencies. You name the aspect of presentation and you will find it covered in this concise book.

A special feature of the book comprises more than 100 illustrations and cartoons that make the tips easy to grasp and easier to apply. Once you act on the advice given in this book, you will be amazed to see how effortlessly the "terrible" presentations and presenters are converted into the "terrific" ones.

## Contents

### Section 1 : The Icebreaker

Prologue ; Why effective presentations are an essential entity? ; How to flatten your audience in two minutes flat! ; Self-Audit ; The skills you ought to develop in order to be a good presenter ; Sure you hear! But do you listen? ; Mind your language ; Words are the cells of the language ; What do you do with the new word? ; The most abused words ; Do you sound authentic? ; Accent neutralisation ; Observation skills ; Time-management ; Self-management ; Still in love with the blue-eyed monster? ; How to tame the blue-eyed monster? ; Whether it's war, expedition or a presentation, strategy is a must ; Plan out your work and work out your plan ; Those who help their audience, help themselves ; The audience is not a vase to be filled, but a fire to be ignited. ; Motivation for electrifying-presentations ; Begin early

### Section 2: Composing a Draft

Channelize your thoughts ; Writing a rough draft ; Think both sides of the argument ; General Organisation ; Don't bite off more than you can chew ; Be Practical ; The novel approach ; Leave an impact in the mind of the audience ; Don't fall in love with your presentation ; Plain is uncomplicated ; Using humour to a great effect ; The other side of using humor ; Ten Commandments for drafting your presentation ; Don't Relax

### Section 3: Creating Great Visuals

The power of visuals ; Forgot the most important step? ; Designing outstanding visuals ; Dealing with the starting trouble ; About the slide projector ; Using the overhead projector ; PowerPoint: A power-packed tool ; Simple is effective ; The GIGO principle ; How big is too big? ; One sees things differently from this end ; Give it an effect to make it effective ; Do you dream in colour? ; Using bullets without a gun ; A picture is worth a thousand words ; Audience loves text reduction ; Let the audience appreciate your graphs ; Balance of text and graphics ; Be consistent in your thoughts, works and visuals ; Tell the audience, where you



are right now ; There is no such thing as a self-made man ; Edit, Edit, Edit... ; A sure-fire recipe to annoy the audience ; The PowerPoint crimes ; Seven properties of the stunning visuals ; If you are not happy with your visuals... ; How to get the best out of technology?

#### Section 4: Getting Prepared for the Acid Test

Remembering some facts about memory ; How to mentally 'lock-in' your presentation material? ; Practice is the name of the game ; Make some mistakes, please! ; Style does matter! ; The joy of confidence ; You are your best visual ; It is not my cup of tea ; A phenomenon called anxiety ; How to conquer the presentation anxiety? ; The night before... ; The D-day ; As the countdown begins

#### Section 5: The Moment of Truth

The master mesmerizer in action ; Taking control with your body language ; Eyes are the showcase of the soul ; The Presentation Delivery ; Lack in depth cannot be made up with excess in length ; Keeping your audience interested ; Overcoming the talking terror

#### Section 6: Expect the Unexpected

Handling the question-answer session ; Dealing with a hostile audience ; When presentation emergencies strike... ; The audience feedback mechanisms ; The 7 habits of highly successful presenters ; Enjoy your success ; Crossing the bridge of diffidence ; Epilogue

### About Unicorn Books

**Unicorn Books** publishes an extensive range of books that are both affordable and high-quality.