

Lesson Note – Types of Presentations

Introduction

In this course, you will practice and deliver many types of presentations. Today, we will get familiar with all those different types.

Firstly, what is a presentation? In our course, we will use this definition:

Presentation = Anytime you are trying to communicate a *planned* message to an audience.

Based on that definition, daily conversations are not presentations because you don't plan what you're going to say. Also note that the audience size can be as small as 1 person or as big as thousands of people.

Now that we are clear on what "presentation" means, let's talk about the many types of presentations:

1. Recitation
2. Informative Presentations
3. Persuasive Presentations
4. Video Presentations
5. Impromptu Presentations

Recitation

A **recitation** is when you repeat someone else's speech word-for-word. We use recitations for two reasons:

- To memorize something. Example: Reciting your notes for a test
- To teach something that we don't fully understand. Example: Teacher reading from the textbook.

Your first speech assignment will be a recitation. The purpose is for you to practice emphasis and bring emotion into your voice.

Informative Presentations

An **informative presentation** seeks to educate the audience on something they don't know much about. It's focused on facts and teaching. There might be a demonstration involved.

Examples:

- A teacher teaching a lesson to students
- A scientist reporting the results of her research
- A worker reporting project progress to a manager

Your third assignment will be an informative presentation.

Persuasive Presentations

A **persuasive presentation** seeks to convince the audience to do something or to agree with your opinion. A persuasive presentation often encompasses an informative presentation within it.

Examples:

- A scientist trying to get approval from funders to do a science experiment
- A consultant telling a client how to improve their business
- A commercial

Your fourth assignment will be a persuasive presentation.

Video Presentations

A **video presentation** is any presentation done through video. These are extremely common nowadays with YouTube and other video sharing websites. Video presentations can be informative, persuasive, or entertaining.

Video making is becoming an extremely useful skill in our society, so your fifth assignment will be a video presentation.

Impromptu Presentations

An **impromptu presentation** is when you have to give a presentation very little or no preparation.

Examples include

- A job interview
- Stand-up comedy
- Question and Answer period

Being able to think quickly and talk in an intelligent manner is an extremely important skill in today's society, so your sixth assignment will be an impromptu presentation.

Check Your Understanding Questions:

1. What is a presentation?
2. Explain the five common types of presentations using your own words.