

# ***Fundamentals of Business Communication © 2012***

## ***Chapter 12: Giving Presentations***

### **Tools:**

- Printer
- 8.5" x 11" paper
- Scissors

### **Directions:**

1. Print
2. Fold paper in half vertically
3. Cut along dashed lines

analogy

A comparison of two unlike things based on a particular aspect each have in common.

- FOLD -

01 of 14 E-Flash Cards



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body language

The expression of nonverbal messages through gestures, facial expressions, and other body actions or posture.

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demographics

Information about a group of people.

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demonstrations

Presenting an audience with visuals to explain how something works or is done.

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enunciation

Clearly and distinctly pronouncing  
syllables and sounds.

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handouts

Printed materials distributed to the  
audience; also called *leave-behinds*.

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intonation

The rise and fall in the pitch of your  
voice.

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modulation

Changing the emphasis of words by  
raising and lowering your voice.

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monotone

Speech that is delivered with the same intonation, stress, pitch, and volume.

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oral presentation

A speech, address, or presentation given to a group.

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pitch

The highness or lowness of a sound.

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presentation notes

Used during presentations to keep track of where you are in the presentation and to remind yourself of points should you forget anything.

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subjective

An individual's interpretation that  
is dependent on personal views,  
experience, and background.

- FOLD -



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visual displays

Large graphic elements that  
accompany the presentation.

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14 of 14 E-Flash Cards

- FOLD -



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