

## Welcome to this semester's course, Introduction to Presentation Skills.

Presentations are part of life for both students and working people. By developing presentation skills we can get our message across to others – whether it is our professor, boss, colleagues or strangers.

The aim of the course is to help you get ready to present when you are making a presentation in English. The course will give you knowledge of good presentation principles for creating the structure, using visual aids and tools and managing your use of English. These principles will help to make your presentations more effective. So, this class will have a very practical orientation.

### During the course you will:

- ☺ Learn how to plan a presentation.
- ☺ Learn how to make effective use of visual aids.
- ☺ Learn how to use body language and other signals.
- ☺ Have opportunity to improve the use of your English listening, speaking and writing skills.
- ☺ Have the opportunity to practice and develop your presentation skills.

### Course materials

- These materials can be downloaded from: <https://stanworth.site/> Note, the user name is your English name you gave me (all lower case) and the password is **psintro2025**. All the materials are on my website as (1) readings (2) video and (3) workbooks. These materials draw from “Quick presentations in English”, C. Warden and “Knockout Presentations”, Diane DiResta, Chandler House Press, 1998
- The sheet with your information is in my Cloud (<https://stanworth.cloud>). Complete registration here: <https://stanworth.cloud/s/FJsKsLk9b7ZJcaH> You can review this sheet throughout the course (after you login – see next point).
- You will complete the quizzes in the cloud (<https://stanworth.cloud>). I will give you the login information in class.

### Course teaching approach

This class has an applied rather than a theoretical orientation. So the class will involve introduction of good presentations principles. These will be presented by me using PowerPoint. We will review examples of presentations from businesses and have case discussion about these. However the practical orientation will mean that every third week we will have class presentations. These will be made in groups, recorded and the class and I will give feedback.

### Assessment

The course will be assessed as follows:

| Action                    | Percentage of course credit | Notes                                                                                                                                                          |
|---------------------------|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| In class presentations    | 65%                         | • Please note there is no mid term or final.<br><br>• Absence from a presentation will lead to a zero mark for that classes' assessment (for that individual). |
| Quizzes                   | 2%                          | • Class quizzes                                                                                                                                                |
| Other class participation | 1                           | • In class contribution (see previous bullet).                                                                                                                 |

Presentations need effort to get right. So it will be an interesting and fun semester working together on this ability with you.

Professor James Stanworth

## PRESENTATION SKILLS

| COURSE SCHEDULE |                                                            |                                                                                                                  |                                                                                       |                                                                                                                                                                                                          |
|-----------------|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| WEEK            | TOPICS                                                     | ACTIONS                                                                                                          | FORMAT                                                                                | NOTES                                                                                                                                                                                                    |
|                 |                                                            |                                                                                                                  |                                                                                       | Website download credentials:<br>User name: ncue_intro<br>Password: 20ncue25                                                                                                                             |
|                 |                                                            | Classroom                                                                                                        |                                                                                       |                                                                                                                       |
|                 |                                                            | Virtual classroom                                                                                                |                                                                                       |                                                                                                                       |
|                 |                                                            | Online Video                                                                                                     |                                                                                       |                                                                                                                       |
| 1.              | <b>Class introduction:</b> Structure and flow of our class |                                                                                                                  |    | <ul style="list-style-type: none"> <li>Check your data is accurate on the Cloud</li> <li>Form groups &amp; input to Cloud sheet</li> </ul>                                                               |
| 2.              | <b>Layout:</b> Setting up and preparing equipment.         |                                                                                                                  |    |                                                                                                                                                                                                          |
| 3.              | <b>Starting the presentation</b>                           | 1. Read “Ian on presentation” on my website<br>2. Watch the video on my web<br>3. Answer the quizzes on my cloud |  | <ul style="list-style-type: none"> <li>Quizzes are on my cloud under “forms”</li> </ul> Login credentials:<br>User: [ncue_ugintro]<br><ul style="list-style-type: none"> <li>Pw: [*20Ncue25*]</li> </ul> |
| 4.              | <b>Organising the content</b>                              | 1. Watch the videos on content organization.<br>2. Answer quizzes on my cloud                                    |  | Quizzes are on my cloud under “forms”                                                                                                                                                                    |
| 5.              | <b>Presentations and review</b>                            | 1. See Brief 1 on my website. We will work from this                                                             |                                                                                       | •                                                                                                                                                                                                        |

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|-----|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.  | <b>Presentation – cont.</b>                      |                                                                                                                                                       |                                                                                       | •                                                                                                                                                                                                  |
| 7.  | <b>Effective presenters - organising content</b> | 1. Watch Steve Jobs - iPhone presentation – on my website<br>2. Complete and upload WB6 (as .docx) to my website                                      |    | <ul style="list-style-type: none"> <li>• <b>NOTE:</b><br/>(1) Save your WB6 as: <b>WB6_[your-English-name].docx</b><br/>e.g., WB6_james.docx</li> <li>• (2) <b>Upload to my website</b></li> </ul> |
| 8.  | <b>Building a story</b>                          | Brief 2                                                                                                                                               |    |                                                                                                                                                                                                    |
| 9.  | <b>Principles of visual aid design</b>           | 1. See Atkinson & Mayer on my website – Focus on “the problem” and the “5 principles”<br>2. See videos on my website<br>3. Answer quizzes on my cloud |    | Quizzes are on my cloud under “forms”                                                                                                                                                              |
| 10. | <b>Talking about visual aids</b>                 | 1. See videos on my website<br>2. Answer quizzes on my cloud                                                                                          |    | <ul style="list-style-type: none"> <li>• Quizzes are on my cloud under “forms”</li> </ul>                                                                                                          |
| 11. | <b>Telling the story</b>                         | Presenting brief 2                                                                                                                                    |    | •                                                                                                                                                                                                  |
| 12. | <b>Concluding</b>                                | 1. See video on my website<br>2. See Decker on endings<br>3. Answer quiz on my cloud                                                                  |   | Quizzes are on my cloud under “forms”                                                                                                                                                              |
| 13. | <b>Handling questions</b>                        |                                                                                                                                                       |  | •                                                                                                                                                                                                  |
| 14. | <b>Finishing the story</b>                       | <b>Presenting brief 3</b>                                                                                                                             |  |                                                                                                                                                                                                    |
| 15. | <b>Presentation Delivery</b>                     | 1. DDR – Chapter 2                                                                                                                                    |  |                                                                                                                                                                                                    |

## PRESENTATION SKILLS

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|-----|---------------------------------|---------------------------|-------------------------------------------------------------------------------------|
| 16. | <b>Presentation</b>             | Presenting brief 4        |  |
| 17  | <b>Revising PPT &amp; story</b> | No formal class this week |                                                                                     |
| 18. | <b>Individual report</b>        | No formal class this week |                                                                                     |

