PRESENTATION SKILLS
GRADUATE

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Welcome to the course on Presentation Skills.

Presentations are part of the working routine for both students and working people. It is an important skill that helps us get our message across to a group of people. A presentation can be used in many different kinds of situation. It may be designed to entertain people. It can be used to inform people. Its purpose can be to persuade people. A presentation made be used to seek other peoples' opinions. These, and many more reasons, lie behind why we give presentations. However, whatever the purpose a presentation needs to *communicate well*. The connection needs to be made with the audience.

The aim of the course is to help you get *your* message *across clearly to your audience* 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. However, presentations are about personal style. This is something you learn by observing others and practicing yourself. 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

- A core part of the course material will be in the form of hand-outs given out during the course.
- Material in this course is drawn from "Quick presentations in English", C. Warden and "Knockout presentations", Diane DiResta, Chandler House Press, 1998 as well as other sources
- Course material is online at https://stanworth.site
- You are advised to listen English language media, for example:
    - www.bbc.co.uk You can access on line news bulletins, current affairs and comedy (radio 4); pop music and chat (radio 2); main stream pop music (radio 1)
    - www.theguardian.co.uk Times is a leading UK newspaper with access to the business news and current affairs

PRESENTATION SKILLS – POSTGRADUATE

Course teaching approach

This class has an applied rather than a theoretical orientation. So the class with 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 ever 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. • Absence from a presentation will lead to a zero mark for that classes' assessment (for that individual).
Quizzes	30%	• Multiple choice
Other class participation	5%	• In class contribution (see previous bullet).

I am looking forward to our semester together!

Professor James Stanworth

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WEEK	TOPICS	READING**	FORMAT	NOTES
		Classroom		
		Virtual classroom		
		Online Video		
1.	**Class introduction:** Structure and flow of our class			• Complete the mini-introduction. • Complete the Cloud sheet • Check the equipment and process of virtual class.
2.	**Layout:** Setting up and preparing equipment. *Language focus:* topic sentences and positive signals	• WB2 • DDR Setting up • Video		• See the quizzes in "forms" in the Cloud
3.	**In class presentations**	• Presentation – Brief 1	B001	• Video and feedback will be posted
4.	**Planning the content:** Setting up the introduction Understanding the audience.	• Ian on presentation skills • DDR Understanding the audience • Videos		• See the quizzes in "forms" in the Cloud

5.	**Organizing the content:** Effective presentation organization Planning the content.	• Review Gates presentation • Watch Jobs iPhone presentation • Watch videos		Upload workbook with notes on "what I learned from each presenter"
6.	**Review session:** Discuss content we have covered.	• Review material • Prepare questions / issues		
7.	**Signal structure**	• Watch videos on my website		Quizzes on the cloud
8.	**University event**	• No class this week		
9.	**In class presentations**	• Presentation – Brief 3	B001	• Upload presentation plan with signals • Video and feedback will be posted
10.	**Challenges of visual aid design**	• See videos on my website • Atkinson & Mayer • DDR Nerves and body language		Quizzes on the cloud
11.	**Talking about visual aids**	DDR Visual aids		Please make sure you have reviewed the previous 2 readings.
12.	**In class presentations**	• Presentation – Brief 2	B001	Video and feedback will be posted
13.	**Concluding**	• Unit 2 • DDR C8 Visual aids		Quizzes on the cloud

		• Decker on endings		
14.	**Reading week**	• Prepare presentation		No class this week – time for preparation
15.	**Presentation Delivery**	• DDR C2 Delivery		To be uploaded
16.	**Class presentations**	• Presentation Brief 5	B001	Video and feedback will be posted
17.	**Handling questions**	• Video and PPT	and	Please review the material.
18.	**Summary report**			