

Welcome to this semester's 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

- 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 for our class is shared in the cloud:

<https://stanworth.cloud/s/xpQqPegYoJzqYG>

Please login to update (open to edit for 2 weeks) then read only after that.

- The slides, in-class videos and other course material can be downloaded from:
<https://stanworth.site/classes/>
- You are advised to listen English language media, for example:

👉 www.bbc.co.uk

You can access online news bulletins, current affairs and comedy

(radio 4); pop music and chat (radio 2); main stream pop music (radio 1)

👉 <https://www.theguardian.com/international>

The Guardian is a leading UK newspaper with access to the business news and current affairs

PRESENTATION SKILLS

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. ⚡ Absence from a presentation will lead to a zero mark for that classes' assessment (for that individual).
Quizzes	25%	⚡ Class quizzes
Other class participation	10%	⚡ In class contribution (see previous bullet).








Presentations are not easy 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		ACTIONS	FORMAT	NOTES
WEEK	TOPICS			
				Website download credentials: User name: ncue-student Password: ps2025 Room 403 OR B001
			Classroom 	
			Virtual classroom 	
			Online Video 	
1.	Class introduction: Structure and flow of our class			<ul style="list-style-type: none"> Check your data is accurate on the Cloud Form groups & input to Cloud sheet
2.	Layout: Setting up and preparing equipment. <i>Language focus:</i> topic sentences and positive signals	1. Watch the videos on my site 2. Complete quizzes on my Cloud 3. Review, complete and upload the workbook to <i>my cloud</i> (folder = WB1) [your_name]-WB1.pdf		<ul style="list-style-type: none"> Quizzes are on my cloud under “forms”. Login credentials: User: [ncue-student] Pw: [*20ncue20*]
3.	Planning the content: Understanding the audience. Setting up the introduction.	1. Read “Ian on presentation” 2. Watch the videos on my web 3. Answer the quizzes 4. Review, complete and upload WB2.		<ul style="list-style-type: none"> Quizzes are on my cloud under “forms”
4.	Holiday – Teachers’ day			No class

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WEEK	TOPICS	ACTION	FORMAT	NOTES
5.	Holiday – festival day			No class
6.	In class presentations: See brief one. See	1. See Brief 1		<ul style="list-style-type: none"> A video of your presentation and feedback will be posted to my website.
7.	Organising the content: Planning the content. Comparing presenters	1. Watch the videos on content organization. 2. See some of Bill Gates and <i>more</i> of Steve Jobs (iPhone Presentation) 3. Complete and upload WB3		<ul style="list-style-type: none"> Quizzes are on my cloud under “forms”
8.	Signal structure	1. Watch videos on my website 2. See WB4 – this is an important reference		<ul style="list-style-type: none"> Quizzes are on my cloud under “forms”
9.	Review			<ul style="list-style-type: none">
10.	Reading week	<i>No formal class</i> this week Prepare for next presentation		
11.	Class presentations	1. See Brief 2		
12.	Principles of visual aid design	1. Read Atkinson & Mayer on my website – <i>focus</i> on 5 principles 2. See videos on my website		<ul style="list-style-type: none"> Quizzes are on my cloud under “forms”
13.	Talking about visual aids	1. See videos on my website		<ul style="list-style-type: none"> Quizzes are on my cloud under “forms”

PRESENTATION SKILLS

WEEK	TOPICS	ACTION	FORMAT	NOTES
14.	<i>Class presentations</i>	1. See Brief 3		
15.	Concluding	1. See video on my website 2. See Decker on endings		<ul style="list-style-type: none"> Quizzes are on my cloud under “forms”
16.	Review and presentation delivery	1. DDR – Chapter 2		
17.	Handling questions	1. Watch the video on my website		Quizzes are on my cloud under “forms”
18.	Individual reports	Brief on my website		