

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.
- Key supporting and reference books are: "Quick presentations in English", C. Warden (e-mail: cwarden@libra.seed.net.tw) and "Knockout presentations", Diane DiResta, Chandler House Press, 1998
- See also <http://qbook.com.tw/present> for an audio form of the book and example presentations
- The slides, in-class videos and other course material can be downloaded from: <http://warden.idv.tw/james>
- 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.thetimes.co.uk The Times is a leading UK newspaper with access to the business news and current affairs

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	80%	<ul style="list-style-type: none">⌚ 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).
Two unannounced quizzes	10%	<ul style="list-style-type: none">⌚ Multiple choice
Other class participation	10%	<ul style="list-style-type: none">⌚ In class contribution (see previous bullet).

Dr. James Stanworth

PRESENTATION SKILLS – POSTGRADUATE

COURSE SCHEDULE

Week	Topics	Reading ¹	Notes
1.	<u>Introduction to the class</u> <i>Language focus:</i> Some English basics In class discussion on effective presentations		Please get the book and get familiar with it. NOTE – some reading will be assigned from the book. Other from the supporting book(s), websites, hand-outs and material you gather for the presentations you make.
2.	<u>Using equipment</u> Layout of the presentation room <i>Language focus:</i> Topic sentences; positive signals	Unit 2 - CAW C9 - DDR	
3.	IN CLASS PRESENTATIONS		**Preparation should begin now for this
4.	<u>Planning the content</u> – getting the information together <i>Language focus:</i> Introductions	Unit 3 – CAW C5 – DDR	
5.	<u>Planning the content</u> – detail <i>Language focus:</i> Transitions, sequencing, developing argument	Unit 4 – CAW C6 – DDR	Other reading to be given out.
6.	IN CLASS PRESENTATIONS		
7.	<u>Making effective use of Microsoft PowerPoint</u> <i>Language focus:</i> Adding emphasis	DDR C8	Reading (Atkins & Mayer) to be distributed.
8.	Presentation discussion		Presentations from previous classes
9.	IN CLASS PRESENTATIONS		
10.	<u>Visual aids</u> <i>Language focus:</i> Talking about visual aids.	Unit 2 – CAW C8 – DDR	
11.	<u>Presentation delivery</u> - presenting info; use of reference words forecasting	C2 – DDR Unit 4 – CAW	
12.	IN CLASS PRESENTATIONS		
13.	<u>Presentation delivery</u> – body language <i>Language focus:</i> Synchronising body language with words	C3 – DDR Unit 4 – CAW pp.46-56	
14.	<u>Concluding</u> <i>Language focus:</i> Summarising and signaling the end.	Unit 5 – CAW	
15.	IN CLASS PRESENTATIONS		
16.	<u>Handling questions</u> <i>Language focus:</i> Inviting and handling questions	C10 – DDR Unit 5 – CAW	
17.	Presentation discussion		
18.	IN CLASS PRESENTATIONS		

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1. Quick Presentations in English, Clyde A. Warden
2. Knockout Presentations, How to deliver your messages with power, punch and pizzaz. Diane DiResta, Chandler House Press, 1998 ISBN 1 886284253