



Presentation Skills Development

Course Description:

This course helps participants discover how to craft presentations around essential objectives, present key concepts and ideas with power and enthusiasm, design and present effective visuals, and employ techniques for polishing and mastering presentation delivery.

Course Objectives:

This course will give the opportunity to develop and strengthen skills in preparing and presenting public oral presentations in a variety of situations. This course will focus on instructional strategies to develop the written, verbal, non-verbal and technical communication skills of the students. This course will cover all the tools and techniques necessary for improving presentation and public speaking skills so that the participants can express themselves clearly, with confidence and power, in variety of speaking situations. In this course, Students will be taught presentation techniques; how to plan and structure an effective presentation; how to develop ideas; effective delivery methods; and how to overcome anxiety, fear and nervousness when making a presentation.

Learning Objectives:

Upon successful completion of this course, students will be able to

- *Communicate with clarity and improve presentation skills*
- *Explore breakdown in communication*
- *Learn team communication*
- *Explore how presentation works*
- *Develop a unique individual style*
- *Understand what happens in front of an audience*
- *Practice a whole range of techniques*
- *Learn the hints and tips for an effective presentation*
- *Stretch the capacity to present*
- *Present with style, flair and presence*
- *Use support materials for presentation*
- *Learn how to maintain and handle nerves.*

Course Started

7th June, 2020

Course Duration

Four Weeks (From Sunday to Thursday)

Class Time

Class Time: From 11.30 am to 12.30 pm.

This program is designed for

The students who want to improve their presentation skills by presenting with confidence, presence and style. This course is specially designed for the students who have recently passed SSC examination. Moreover, anyone who needs to present to audiences in any environment. The course focuses on a wide range of topics and will be extremely useful to fresher.

The Learning Model

The teacher uses sophisticated techniques and a variety of teaching methods, to give all participants the best opportunities for learning, including:

- *Class Session/Lecture*
- *Group Discussions*
- *Exercises*
- *Case studies and Problem Solving Exercises*
- *Individual Assignments/Group Assignments*

Course Details

Module	Topics to be discussed	Class Time
Day 1	Presentation Skills Basics: Presentation and Public Speaking, Its significance in competitive job environment, Introduction to Public Speaking, Basic elements of presentation and public speaking.	11.30 am-12.30 pm
Day 2	Discussions on different types of Speech, The Four Modes of Speech Delivery: 1. Extemporaneous 2. Impromptu 3. Memorization 4. Reading. The Four Types of Speeches based on purposes: 1. Informative 2. Demonstrative 3. Persuasive 4. Entertaining. Rules for Effective Speaking	11.30am-12.30pm
Day 3	Types of Communication: Developing communication skills in speaking and listening-Improving skills in non-verbal and verbal communication.	11.30am-12.30pm
Day 4	Presentation Techniques: One way and two way communication, Objectives of presentation, Pre-plan for presentation, plan for during presentation, before presentation and attractive ending. Preparing the Contents: 1. Delineate a timeline for preparation of the presentation. 2. Describe how to analyze general and specific purposes including audience. 3. Explain how to gather proof, evidence, and support. 4. Demonstrate structuring of a presentation.	11.30am-12.30pm
Day 5	Main challenges or barriers of presentation and public speaking, Methods for overcoming the fear and obstacles during presentation, Importance of Rehearsals.	11.30am-12.30pm
Day 6	The Question and Answer Session, Controlling the audience, how to manage the challenging audiences and building rapport with audiences, Handling the interruptions.	11.30am-12.30pm
Day 7	Common mistakes in Presentation and Public speaking, Tips for Smart speech.	11.30am-12.30pm

Day 8	Staging the Presentation: Space, The presentation area, Lecterns, Lighting, Acoustics and Optional extras; The Role of the Master of Ceremonies.	11.30am-12.30pm
Day 9	Bodily Aspects of Speech Delivery, Body Language-gesture and posture, movement and anatomy of good posture, The beauty of rhythm and voice modulation.	11.30am-12.30pm
Day 10	Equipment and Visuals: Preparing and using visual aids, i.e. Clicker/Wireless Pocket Presenter/Presentation Remote, USB flash drive, Image Banks, Presentation Checklist and After the presentation and some important instructions for describing data from visual aids.	11.30am-12.30pm
Day 11	Introduction to Microsoft Power Points: Tips for preparing attractive and powerful power point presentation.	11.30am-12.30pm
Day 12	Discussions on World Famous Public Speech with audio visual record.	11.30am-12.30pm
Day 13	Selecting Your Subject and Organizing Your Information Setting SMART objectives Organization Methods	11.30am-12.30pm
Day 14	Discussion on Class room interaction and environment in Colleges and Universities. Preparation of Assignment presentation for College and University Students.	11.30am-12.30pm
Day 15	Leadership, Types of Leadership, Discussions on Famous leaders and their philosophy and Characteristics.	11.30am-12.30pm
Day 16	Alternative academic career path available for SSC level students. How to select group, i.e. Science, Arts and Commerce.	11.30am-12.30pm
Day 17	Preparation for College Life, Differences between School life and College life. How to adjust with college and university life.	11.30am-12.30pm

Day 18	Motivational Speech for good manner, behavior, moral and higher education.	11.30am-12.30pm
Day 19	Discussions on Computer knowledge and Skills, Basic IT Knowledge necessary for College and University.	11.30am-12.30pm
Day 20	Discussion on Different types of private, public colleges and universities. Importance of selecting the right college and universities, Preparation for University admission test, Discussion for Top ranking university admission requirements.	11.30am-12.30pm

Course Assessment Procedures

Concept quizzes and skills quizzes for each module
 Class Attendance/ Class room Participation and Performance
 Assignment/ Presentation

Texts, Materials, and Supplies:

- Access to a reliable computer and high-speed Internet.
- Access to Microsoft POWERPOINT 2016
- Zoom version 5.0.4 updated version

Recommended Books for Reading:

- Presentation and Public Speaking by S M Wahiduzzaman (Author)
- Talk Like TED: The 9 Public-Speaking Secrets of the World's Top Minds by Carmine Gallo (Author).
- The Complete Presentation Skills Handbook by Suzy Siddons (Author)

Recommend Links for Watching:

For current texts and materials, use the following links for presentation;

1. <https://www.youtube.com/watch?v=dEDcc0aCjaA>
2. https://www.youtube.com/watch?v=xmj1LBJu_Ss
3. <https://www.youtube.com/watch?v=AiGdwqdpPKE>
4. Deborah Grayson Riegel at <https://www.youtube.com/watch?v=NyE1Kz0e--0>
5. https://www.youtube.com/watch?v=NyE1Kz0e--0&list=RDCMUCPJ5gg5tFzjJd1mW35TMxJg&start_radio=1&t=81
6. Barack Obama at <https://www.youtube.com/watch?v=NxFkEj7KPC0>

7. Barack Obama at <https://www.youtube.com/watch?v=Qbel5MhtDq4>
8. Oprah Winfrey Harvard Commencement speech at <https://www.youtube.com/watch?v=GMWFieBGR7c>
9. Mark Zuckerberg at <https://www.youtube.com/watch?v=BmYv8XGI-YU>
10. <https://www.youtube.com/watch?v=iCvmsMzIF7o&list=RDCMUCAuUUnT6oDeKwE6v1NGQxug&index=24>
11. Debate between Trump and Hilary Clinton at <https://www.youtube.com/watch?v=5Btbdt7ksko>
12. <https://www.youtube.com/watch?v=nod5OUcFEZU>
13. Jack Ma at <https://www.youtube.com/watch?v=8SN9Kj8SdgE>
14. <https://www.youtube.com/watch?v=b-LTA85deuk>