## Summary

In this course students learn how make an effective presentation, including how to make an appropriate introduction, organize information, assess and connect with diverse audiences, create effective visual support materials, close a presentation and survive and conquer a question and answer session.

## Content

What is a presentation and why do we make them?
- Elements of an effective presentation
- Goals for different types of presentations
- Expectations of culturally diverse audiences and strategies for meeting them
- Practice preparing and delivering the different parts of a presentation
- Creating and delivering a "pitch"
- Lots of work on delivery (voice, posture, gestures, non-verbal elements)
- Giving presentations with video feedback (x 3)
- Giving a presentation as part of a group

## Keywords

Presentation skills, English, intercultural, interactive, video feedback

## Learning Prerequisites

Important concepts to start the course
- At least an intermediate level of English
  - Define the basic elements of a complete and effective presentation

## Learning Outcomes

By the end of the course, the student must be able to:
- Define the basic elements of a complete and effective presentation
- Demonstrate the ability to create and deliver each element of an effective presentation
- Explore using the voice to its best effect
- Investigate the differences in communication style between various cultural groups
- Perform presentations with different goals and for different audiences
• Detect one's strengths and weaknesses as a presenter
• Optimize one's strengths in delivery (voice, posture, gestures, non-verbals)

Transversal skills
• Give feedback (critique) in an appropriate fashion.
• Communicate effectively, being understood, including across different languages and cultures.
• Take feedback (critique) and respond in an appropriate manner.
• Continue to work through difficulties or initial failure to find optimal solutions.
• Assess one's own level of skill acquisition, and plan their on-going learning goals.

Teaching methods
Lecture, interactive exercises, delivering presentations and parts of presentations, video feedback

Expected student activities
Speaking, presenting in front of a group, presenting as part of a group, preparing outside of class, giving and receiving feedback

Assessment methods
Continuous assessment combining:
25% Class participation
30% Mid-term: individual presentation
40% Final presentation in groups
5% Final reflection paper

Supervision
Office hours Yes
Assistants Yes

Resources
Bibliography

Ressources en bibliothèque
• Presenting Across Cultures / Hernandez
• Effective Presentation / Jay
• Present Like a Pro / Maxey
• Presentation Skills 201 / Steele
• Speaking Globally / Urech

Moodle Link
• http://moodle.epfl.ch/course/view.php?id=3321