Summary

In this course students learn how to 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.
  • Create and deliver each element of an effective presentation
  • Have gained awareness of his / her strengths and weaknesses as a presenter and learned to play to the strengths and compensate for the weaknesses.
  • Know how to use his / her voice to its best effect.
• Understand differences in communication style between various cultural groups and know how to modify their personal style to effectively present to diverse audiences.
• Create affective visual aids, which support the verbal message.
• Have experience preparing and delivering a business pitch.
• Have practiced preparing and delivering an effective presentation as a part of a group.
• Have more confidence when presenting and access techniques to manage emotions and overcome nerves in front of an audience.

Transversal skills

• Communicate effectively with professionals from other disciplines.
• Communicate effectively, being understood, including across different languages and cultures.
• Evaluate one's own performance in the team, receive and respond appropriately to feedback.
• Give feedback (critique) in an appropriate fashion.
• Assess one's own level of skill acquisition, and plan their on-going learning goals.
• Make an oral presentation.

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

Resources

Virtual desktop infrastructure (VDI)
No

Bibliography