

## **Tárgytematika / Course Description** **Prezentációs készségfejlesztés idegen nyelven**

**AKLB\_NKTM007**

**Tárgyfelelős neve /**

**Teacher's name:** Ablonczyné dr. Mihályka Livia

**Félév / Semester:** 2023/24/1

**Beszámolási forma /**

**Assesment:** Folyamatos számonkérés

**Tárgy heti óraszám /**

**Teaching hours(week):** 0/0/0

**Tárgy féléves óraszám /**

**Teaching hours(sem.):** 12/0/0

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### **OKTATÁS CÉLJA / AIM OF THE COURSE**

#### **Aims and objectives**

This course has been specially designed to help students perfect the art of presenting in any situation, In this class students will examine, discuss and practice the basic skills necessary to organise and deliver presentations.

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### **TANTÁRGY TARTALMA / DESCRIPTION**

#### Course description

#### Lessons 1 - 3.

- Course description, course requirements, introduction.
- Steps to present with style 1. (What is the purpose of your presentation? Understand your audience and connect with them; Structure your presentation and craft your words; Get the opening right; Get your audience involved)

#### Lessons 4 - 6.

- Steps to present with style 2. ( Use of visual aids, body language and dress codes; Improve the clarity of your presentation; How to handle questions; How to deliver your presentation with confidence; Close powerfully and review your presentation).

Lessons 7 - 9.

- Building your presentation: The thinking. (know your audience; set your goal; plan your interaction, etc.). The logic (select your content; write your lead; build your structure, etc.). The story (visualise your message; sketch your outline; etc.)

Lessons 10 - 12.

- Students' presentations.
- Course evaluation.

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## SZÁMONKÉRÉSI ÉS ÉRTÉKELÉSI RENDSZERE / ASSESMENT'S METHOD

### Requirements of the course

Each student should give a presentation of 10-15 minutes on a topic previously approved of by the course instructor.

Students should regularly do homework (individual work, teamwork).

### Evaluation

0 - 50 % insufficient

51 - 65 % sufficient

66 - 80 % satisfactory

81 - 90 % good

91 - 100 % excellent

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## KÖTELEZŐ IRODALOM / OBLIGATORY MATERIAL

### Compulsory reading:

*Presentation skills workbook* (E-book). Mind Tools Ltd.

Access: <https://www.mindtools.com/.../PresentationSkillsWorkbookCLUB.pdf>

**Recommended readings:**

Atkin, Kate 2015. *The Presentation Workout: The 10 tried-and-tested steps that will build your presenting skills*. Pearson. 224 p. ( ISBN-10: 1292076690 • ISBN-13: 9781292076690)

Ed Gruwez, Ed 2014. *Presentation Thinking and Design: Create Better Presentations, Quicker*. Paper. 240 pp. (ISBN-10: 1292013575 • ISBN-13: 9781292013572)

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**AJÁNLOTT IRODALOM / RECOMMENDED MATERIAL**

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