

## Tárgytematika / Course Description

### Presentation Skills Development

**AKNB\_NKTA007**

**Tárgyfelelős neve /**

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

**Félév / Semester:** 2018/19/2

**Beszámolási forma /**

**Assesment:** Beszámoló (ötfokozatú)

**Tárgy heti óraszám /**

**Teaching hours(week):** 0/2/0

**Tárgy féléves óraszám /**

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

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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

**Week 1:** Course description, course requirements, introduction.

**Week 2:** 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)

**Week 3:** 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)

**Week 4:** Presenting skills in action 1. (Presenting a concept or an idea; presenting to motivate and inspire; presenting a team brief; tips and tricks, etc.)

**Week 5:** Presenting skills in action 2. (Presenting a new project; Presenting at a meeting; Presenting on a conference call or webinar; Presenting data; tips and tricks; etc.)

**Week 6:** Building your presentation: The thinking. (know your audience; set your goal; plan your interaction, etc.)

**Week 7:** Building your presentation: The logic (select your content; write your lead; build your structure, etc.)

**Week 8:** Building your presentation: The story (visualise your message; sketch your outline; etc.)

**Week 9:** Common presenting mistakes (talking too fast, lack of pauses, reading slides verbatim, failing to close, etc.)

**Week 10:** Students' presentations. Discussion.

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**Week 11:** Students' presentations. Discussion.

**Week 12:** Students' presentations. Discussion.

**Week 13:** Students' presentations. Discussion.

**Week 14:** Course evaluation

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## **SZÁMONKÉRÉSI ÉS ÉRTÉKELÉSI RENDSZERE / ASSESMENT'S METHOD**

### **Requirements of the course**

Each student should give an oral presentation of 10-15 minutes on a topic previously approved of by the course instructor. (40%)

Each student should attend the lectures (absence less than 3 times) and actively take part in them. (30 %)

Students should regularly do homework (individual work, teamwork). (30%)

### **Evaluation**

0 - 50 %: fail (1)

51 - 64 %: satisfactory (2)

65 - 79 %: fair (3)

80 - 89 %: good (4)

90 - 100 %: excellent (5)

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## **KÖTELEZŐ IRODALOM / OBLIGATORY MATERIAL**

### **Compulsory 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)

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

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

### **Recommended readings:**

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

Grussendorf, Marion 2012. *English for Presentations*. Oxford University Press.

<https://www.scribd.com/document/356164188/English-for-Presentations-2>