

## Tárgytematika / Course Description

### Presentation Skills Development

NGB\_NK106\_1

**Tárgyfelelős neve /**

**Teacher's name:** Kecskés Petra

**Félév / Semester:** 2016/17/1

**Beszámolási forma /**

**Assesment:** Folyamatos számonkérés

**Tárgy heti óraszám /**

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

**Tárgy féléves óraszám /**

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

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### OKTATÁS CÉLJA / AIM OF THE COURSE

Aim of the course

The aim of the course is: Students can develop their presentations skills and knowledge in English. During the semester, students will study the most important presentations' preparation tasks, presentation techniques and forms in a practice-oriented course. Students will improve their skills regarding presentations via practice – they should prepare and give presentations related to different topics. Beside this, students can improve their English verbal language skills as presentations should be made in English.

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### TANTÁRGY TARTALMA / DESCRIPTION

Description

Week	Course contents
1.	Introduction; Course description and requirements
2.	Basics of communication, business communication; the interfering factors of effective communication
3.	Structure of presentations – Introduction
4.	Structure of presentations – Main body.
5.	Visual aids used during presentations
6.	Structure of presentations – Conclusion and summary
7.	Questions and debate related to presentations
8.	Non-verbal communication during presentations

9. Building contact with the audience, The attraction and maintenance of interest
10. How to cope with nerves during presentations?
11. Students presentations
12. Students presentations
13. Students presentations
14. Students presentations, Course evaluation

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

Requirements:

Attendance of lessons (not more than 3 missed lessons)

Final presentation (40%)

Presentations and active participation in the lessons (60%)

Assessment's method:	fail (1)
0 – 59 points	
60 – 69 points	pass (2)
70 – 79 points	fair (3)
80 – 89 points	good (4)
90 – 100 points	excellent (5)

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## **KÖTELEZŐ IRODALOM / OBLIGATORY MATERIAL**

Compulsory reading:

Notes of the lessons

Simon Sweeney: Communicating in Business, Cambridge University Press, 2004 (pp. 55-89.)