

## Tárgytematika / Course Description

### Presentation Skills Development

NGB\_NK106\_1

Tárgyfelelős neve /

Teacher's name: Kecskés Petra

Félév / Semester: 2017/18/1

Beszámolósi forma /

Assesment: Folyamatos számonkérés

Tárgy heti óraszám /

Teaching hours(week): 0/2/0

Tárgy féléves óraszám /

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

### 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.

### 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 / ASSESSMENT'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: |               |
| 0 – 59 points        | fail (1)      |
| 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.)