

Course Title: Effective Presentations

AUGUST 17, 2022

Credit Hours: 3 hours/ class

Format: Workshop, Lecture, Presentations

English Level: Lower Intermediate ~ Upper Intermediate

Purpose

This course teaches intermediate English learners effective presentation and communication skills. This course aims to prepare the participants to stand in front of the audience and deliver a speech or give a presentation about a specific topic in English. "Learn by doing" is the base concept for the structure of this course. The instructor provides base theory and guidance. However, the core part of the class turns around participants' communication skills, presentations, class discussions and feedback. For non-native speakers making a presentation in English can be frustrating and demanding. This course will provide the base knowledge and give the participants enough practice to handle academic and non-academic presentations. Most importantly, this course will help the participants improve their communication skills.

Content:

Upon completing this course, the participants will have become much more confident in their ability to speak English, stand in front of an audience to present in English and answer questions about their presentation. They will be able to handle most routine presentation tasks and will be able to answer questions about their presentation. At the end of this course, the participants should be able to make individual and group presentations using their previously acquired knowledge of multimedia tools such as PowerPoint, Flash, and other tools. More specifically, the following topics will be covered (**Dates in 2022**):

1. Introducing yourself and effective openings (3 Hrs.) **10/12**
2. Articulation and intonation (3 Hrs.) **10/26**
3. Body language and appearance (3 Hrs.) **11/02**
4. Visual aids (3 Hrs.) **11/23**
5. Maintaining the audience's attention (3 Hrs.) **11/30**
6. Dealing with questions and issues (3 Hrs.) **12/14**

* All hours indicated include both theory and practice hours in class

Prepared by:

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