



Subject Code: 01SL0103

Subject Name: Speaking and Presentation Skills

B. Tech. Year – I (Semester I)

Course Description:

The course intends to make students confident in speaking in English with the help of various language functions. It also focuses on developing students' presentation skills.

Objectives:

1. To share information on familiar matters/issues in English;
2. To make effective presentations in English;
3. To gain confidence in speaking in English.

Credits Earned: 02 Credits

Teaching and Examination Scheme:

Teaching Scheme (Hours)			Credits	Theory Marks			Tutorial / Practical Marks		Total Marks
				E	I		V	T	
Theory	Tutorial	Practical		ESE	IA	CSE	Viva	Term Work	
2	0	0	2	00	30	20	25	25	100

Rubrics:

1. **IA will consist of the following components (30 marks):**
 - a. **Assignments (20 Marks):** Students will prepare three oral assignments.
 - b. **In-Class Participation (10 Marks)**
2. **CSE (20 marks):**
 - a. **(Term End Simulation):** Students will carry out simulated tasks at the end of the semester. It would comprise individual and group tasks.
3. **Viva (25 Marks):**
 - a. Viva will be conducted at the end of the semester. It will be based on the CSE, Term Work, Assignments and topics covered in the syllabus.
4. **Term Work (25 Marks):**
 - a. **(Term-End Presentation):** Students will make a presentation based on topics provided by the faculty, at the end of the semester.



Contents:

Unit	Topics
1	Speaking/Interacting in an Academic Context <ol style="list-style-type: none">1. Greetings2. Introducing self and peers3. Asking and sharing information4. Expressing points of view5. Discussions6. Facing viva voce7. Group discussions8. Facing an interview (interview skills)
2	Effective Presentation Skills <ol style="list-style-type: none">1. Introduction to effective presentation skills2. Preparing the presentation (Collection of Data/Information, exploring the topic etc.)3. Using ICT for the presentation4. Getting ready for the presentation5. Effective body language6. Effective pronunciation7. Interacting with the audience (Q & A)8. Practice (with video recording)9. Feedback and Suggestions

Recommended Readings/Viewings:

1. Select TED Talks
2. Select INK Talks
3. Select Toastmasters Videos
4. Select Courtroom Dramas
5. Select Videos of speakers like Steve Jobs, Sundar Pichai etc.
6. "Communication." themuse. 2017. <https://www.themuse.com/tags/communication>. Accessed 4 July 2017.
7. Presentation Magazine. 2017. <https://www.presentationmagazine.com/>. Accessed 4 July 2017.
8. "Presentation Skills." SKIIS YOU NEED. 2017. <https://www.skillsyouneed.com/presentation-skills.html>. Accessed 4 July 2017.
9. Siddons Suzy. The Complete Presentation Skills Handbook. Kogan Page, 2008.
10. Sprague Jo, and Douglas Stuart. The Speaker's Handbook. 8th ed., Thomson Wadsworth, 2008