

Subject Code: 01SL0103

Subject Name: Speaking and Presentation Skills

B. Tech. Year - I

Objectives:

1. To introduce students to the basics of speaking and presentation skills
2. To impart training regarding the form and manner of speaking for academic purposes
3. To impart training regarding preparing for and making an effective presentation

Credits Earned: 2 Credits

Course Outcomes: After completion of this course, student will be able to

- carry out diverse speaking tasks for various academic purposes;
- handle the form, vocabulary and characteristic expression of English Language in different context;
- deliver an effective presentation on a given topic.

Pre-requisite of course: NA.

Teaching and Examination Scheme*

Teaching Scheme (Hours per week)	Evaluation Scheme					Total Marks
	ESE	IA	CSE	Viva	Term Work	
2 Hours	00	30	20	25	25	100

Contents:

Unit	Topics	Contact Hours
1	1. Greetings 2. Introducing self and peers 3. Asking and sharing information 4. Expressing points of view 5. Discussions	17

	6. Facing viva voce 7. Group discussions 8. Facing an interview (interview skills)	
2	1. Introduction to effective presentation skills 2. Preparing the presentation (Collection of Data/Information, exploring the topic etc.) 3. Using ICT for the presentation 4. Getting ready for the presentation 5. Effective body language 6. Effective pronunciation 7. Interacting with the audience (Q & A) 8. Practice (with video recording) 9. Feedback and Suggestions	13
	Total Hours	30

References: (Recommended Reading and Viewing)

1. Select TED Talks
2. Select INK Talks
3. Select Toastmasters Videos
4. Select Courtroom Dramas
5. Select Videos of speakers like Steve Jobs, SundarPichai etc.

Suggested Theory distribution:

NA

Suggested List of Experiments:

NA

Instructional Method:

NA

*** Teaching and Examination Scheme**

1. IA will consist of the following components: (30 Marks)

Assignments (20 Marks): Students will write three assignments. (Two assignments of 5 marks each and one assignment of 10 marks)

In-Class Participation (10 Marks)

2. CSE: (20 Marks)

(Term Paper-20 Marks): An article on the topics given.

3. Viva (25 Marks):

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)

(Term-End Presentation): Students will make a presentation based on their term paper at the end of the semester.

Supplementary Resources:

1. "Communication." themuse. 2017.
<https://www.themuse.com/tags/communication>. Accessed 4 July 2017.
2. Presentation Magazine. 2017. <https://www.presentationmagazine.com/>. Accessed 4 July 2017.
3. "Presentation Skills." *SKILLS YOU NEED*. 2017.
<https://www.skillsyouneed.com/presentation-skills.html>. Accessed 4 July 2017.
4. Siddons Suzy. *The Complete Presentation Skills Handbook*. Kogan Page, 2008.
5. Sprague Jo, and Douglas Stuart. *The Speaker's Handbook*. 8th ed., Thomson Wadsworth, 2008.