

<b>INSTITUTE</b>	<b>FACULTY OF MANAGEMENT STUDIES</b>
<b>PROGRAM</b>	<b>BACHELOR OF BUSINESS ADMINISTRATION (HONS.)</b>
<b>SEMESTER</b>	<b>1</b>
<b>COURSE TITLE</b>	<b>SPEAKING &amp; PRESENTATION SKILLS</b>
<b>COURSE CODE</b>	<b>04SL0103</b>
<b>COURSE CREDITS</b>	<b>2</b>

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

- 1 Develop speaking skill in the context of Business
- 2 Enhance presentation skills in the context of business
- 3 Express ideas in an organized way for different communication situations
- 4 Demonstrate adequate command over language in a spoken form

**Pre-requisite of course:**NA

#### Teaching and Examination Scheme

<b>Theory Hours</b>	<b>Tutorial Hours</b>	<b>Practical Hours</b>	<b>ESE</b>	<b>IA</b>	<b>CSE</b>	<b>Viva</b>	<b>Term Work</b>
			0	30	20	25	25

<b>Contents : Unit</b>	<b>Topics</b>	<b>Contact Hours</b>
1	<b>Speaking/Interacting in an Academic Context</b> Greetings, Introducing self and peers, Asking and sharing information, Expressing points of view, Discussions, Facing viva voce, Group discussions, Facing an interview (interview skills)	
2	<b>Effective Presentation Skills</b> Introduction to effective presentation skills, Preparing the presentation (Collection of Data/Information, exploring the topic etc.), Using ICT for the presentation, Getting ready for the presentation, Effective body language, Effective pronunciation, Interacting with the audience (Q & A), Practice (with video recording), Feedback and Suggestions	
<b>Total Hours</b>		

**References:**

- 1 The Complete Presentation Skills Handbook. Kogan Page, 2008. Sprague Jo, and Douglas Stuart. The Speaker's Handbook. 8th ed., Thomson Wadsworth, 2008.

### **Suggested Theory Distribution:**

The suggested theory distribution as per Bloom's taxonomy is as follows. This distribution serves as guidelines for teachers and students to achieve effective teaching-learning process

Distribution of Theory for course delivery and evaluation					
<b>Remember / Knowledge</b>	<b>Understand</b>	<b>Apply</b>	<b>Analyze</b>	<b>Evaluate</b>	<b>Higher order Thinking</b>
20.00	30.00	25.00	15.00	10.00	

### **Instructional Method:**

- 1 Theory

### **Supplementary Resources:**

- 1 <https://www.themuse.com/tags/communication>
- 2 <https://www.skillsyouneed.com/presentation-skills.html>
- 3 <https://www.presentationmagazine.com/>