

INSTITUTE	FACULTY OF MANAGEMENT STUDIES
PROGRAM	BACHELOR OF BUSINESS ADMINISTRATION
SEMESTER	1
COURSE TITLE	SPEAKING & PRESENTATION SKILLS
COURSE CODE	04SL0103
COURSE CREDITS	2

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

Theory Hours	Tutorial Hours	Practical Hours	ESE	IA	CSE	Viva	Term Work
2	0	0	0	30	20	25	25

Contents : Unit	Topics	Contact Hours
1	Speaking/Interacting in an Academic Context 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	Effective Presentation Skills 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	
Total Hours		

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					
Remember / Knowledge	Understand	Apply	Analyze	Evaluate	Higher order Thinking
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/>