



**Elective II: BBA, BBA (Hon.) BBA  
(FM), B. Com. & B.Com(Hons)  
Speaking and Presentation Skills**

**Subject Code: 04SL0103**

**Credits: 02**

**Semester: 1**

### **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.

### **Course Objectives**

The course will enable students

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.

### **Unit 1: Speaking/Interacting in an Academic Context**

1. Greetings
2. Introducing self and peers
3. Asking and sharing information
4. Expressing points of view
5. Discussions
6. Facing viva voce
7. Group discussions
8. Facing an interview (interview skills)

### **Unit 2: Effective Presentation Skills**

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

### Recommended Readings/ Viewings

- Select TED Talks
- Select INK Talks
- Select Toastmasters Videos
- Select Courtroom Dramas
- Select Videos of speakers like Steve Jobs, Sundar Pichai etc.

### Teaching Scheme

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

- 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):** 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.

## Recommended Readings

“Communication.” themuse. 2017. <https://www.themuse.com/tags/communication>. Accessed 4 July 2017.

Presentation Magazine. 2017. <https://www.presentationmagazine.com/>. Accessed 4 July 2017.

“Presentation Skills.” *SKILLS YOU NEED.* 2017. <https://www.skillsyouneed.com/presentation-skills.html>. Accessed 4 July 2017.

Siddons Suzy. *The Complete Presentation Skills Handbook*. Kogan Page, 2008.

Sprague Jo, and Douglas Stuart. *The Speaker's Handbook*. 8<sup>th</sup> ed., Thomson Wadsworth, 2008.