

COURSE TITLE	SPEAKING AND PRESENTATION SKILLS
COURSE CODE	07BA0115
COURSE CREDITS	3

Objective:

- 1 To develop speaking skills for academic interactions.
- 2 To build confidence in public, persuasive, and extempore speaking.
- 3 To enhance presentation planning and delivery using ICT tools.
- 4 To improve verbal and non-verbal communication for effective expression.

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

- 1 Develop speaking competence for academic purpose
- 2 Speak on a given topic expressively and persuasively
- 3 Express ideas in an organized way for conversations and interactions related to academic requirements
- 4 Enhance the ability to make a presentation on a given topic

Pre-requisite of course:NA

Teaching and Examination Scheme

Theory Hours	Tutorial Hours	Practical Hours	ESE	IA	CSE	Viva	Term Work
3	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, Describing one's education – Broad area, details and concepts, Expressing points of view, Making small talk with peers and professors, Group discussions						15
2	Expressive and Persuasive Speaking Speaking on a contemporary issue, Public speaking, Extempore speaking, Debate						10
3	Effective Presentation Skill Introduction to effective presentation skills, Preparing the presentation (Collection of Data/Information, exploring the topic etc.), Using ICT tools for visual support (PPT, Canva, Prezi etc.), Effective pronunciation, Effective body language, Handling Q&A and audience interaction, Practice, Feedback and suggestions						20
Total Hours							45

Textbook :

- 1 English Conversation Practice,, Taylor, Grant, McGraw Hall Publication, 2001

References:

- 1 The Complete Presentation Skills Handbook., The Complete Presentation Skills Handbook., Kogan Page, , Cosgrove Anthony, , Cambridge University, , 2011

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					
Remember / Knowledge	Understand	Apply	Analyze	Evaluate	Higher order Thinking / Creative
0.00	15.00	35.00	20.00	20.00	10.00

Instructional Method:

- 1 Lecture method combined with discussion
- 2 Use of ICT tools
- 3 Assignments,
- 4 Presentations,
- 5 Workshops,
- 6 Expert lectures
- 7 Self-study

Supplementary Resources:

- 1 <https://professional.dce.harvard.edu/blog/10-tips-for-improving-your-public-speaking-skills/>