

DEPARTMENT OF ENGLISH
FOURTH SEMESTER
B,A. MAJOR ENGLISH PAPER IV (UNDER SEP)
PRESENTATION SKILLS - PRACTICAL

NO. OF CREDITS- 2

NO. OF HOURS- 45

Teaching Objectives:

- Defining the purpose and goals of an effective presentation
- Training the student with effective visuals, body language and confident delivery of a presentation

Learning Outcomes:

- Understanding time management and audiences needs and expectations
- Ability to deliver an effective and confident presentation both in personal and professional spaces.

1. Introduction to Presentation Skills (5 Hours)
 - Defining presentation skills
 - Importance of presentation skills in personal and professional life
2. Planning and preparation (7 Hours)
 - Researching, Organising and preparing the presentation
 - Creating and structuring the presentation with an engaging introduction and conclusion
 - Time management
3. Presentation Techniques (10 Hours)
 - Using story Telling and rhetorical devices
 - Organising content, structuring and engaging presentation
 - Using slides and images effectively
 - AI and visual design
4. Understanding your audience (7 Hours)
 - Analysing the audience
 - Tailoring your message to make it suitable for a personal or professional presentation
 - Creating a pitch for an idea (social and commercial)
5. Delivering confidently (8 Hours)
 - Building confidence
 - Encouraging audience participation and response
 - Body language tone and pace
6. Handling questions and feedback (8 Hours)
 - Preparing for questions
 - Responding confidently and effectively
 - Practising your presentation
 - Receiving and incorporating feedback

JYOTI NIVAS COLLEGE AUTONOMOUS

DEPARTMENT OF PSYCHOLOGY