Course Title: Adv. Presentation Skills for the Workplace

Course Description: Step by step instruction in verbal communication, designed to increase skill and self-confidence when giving a business presentation.

Course Prerequisite(s): Levels 4 or 5 students

Course Objectives: 1. Develop public speaking and presentation skills. 2. Employ brainstorming through actual delivery. 3. Use visual aids for effective presentations. 4. Monitor body language and gestures.

Next Class Possibilities: Summer 2012

Instructor Notes:


Lesson Plan – by week or session

Session 1: Chapter 1: Developing Self Confidence
  - Overcoming Fear
  - Chapter 2: Delivering Your Message

Session 2: Chapter 2: Activities to improve eye contact, posture, gestures and voice.

Session 3: Chapter 3: Putting Your Speech Together
  - Organize and outline information for presentation

Session 4: Chapter 4: Speaking to Inform
  - Preparing a presentation for new information

Session 5: Chapter 5: Using Dynamic Visual Aids in presentations.
  - Audio/visual aids, PowerPoint
  - Chapter 6: Using the Internet

Session 6: Chapter 7: Speaking to Persuade
  - Persuading others to change beliefs, opinions and behaviors in a presentation.

Session 7: Chapter 8: Listening
  - Chapter 9: Participating in Group Discussions
  - How to lead a discussion and group problem solving

Session 8: Chapter 10: Understanding Interpersonal Communication
  - Avoiding misunderstandings and interact more effectively during presentations.

Session 9: Chapter 11: Understanding Intercultural Communication
  - Understand and appreciate the diverse beliefs and customs of others in order to communicate and present more effectively.

Session 10: Chapter 12: Thinking on Your Feet
  - Organize ideas quickly, Practice impromptu speeches
Session 11: Chapter 13: Using Idioms and Proverbs
   Improve ability to use and understand idiomatic expressions and proverbs in a presentation.
Session 12: Chapter 14: Speaking for Special Purposes
   Presentation communication activities
   Practice and employ learned presentation skills
   Student Evaluation of Instruction