

Department of Management Studies

Prof. Rajendra Singh (Rajju Bhaiya) University, Prayagraj

Vocational Course: Presentation Skills

Credits:03

Course Code: I010018T

MM:100

Course Objective:

- Communicate with clarity and improve presentation skills & explore breakdown in communication
- Learn team communication & explore how presentation works
- Develop a unique individual style
- Understand what happens in front of an audience
- Practice a whole range of techniques & learn the hints and tips for an effective presentation

Course Outcomes:

- Understand the requirements and techniques in Business presentation and public speaking.
- Perform and deliver business presentation in front of an audience.
- Accomplish Business presentation task through effectively completing presentation projects and performance.
- Be able to communicate and use the specialized language and terminology related to business presentation.
- Demonstrate confidence and use appropriate body language and gesture in business presentation and public speaking.
- Use the skills of public speaking and business presentation effectively.

UNIT – I

Presentation Skills Basics: Presentation and Public Speaking, Its significance in competitive job environment, Introduction to Public Speaking, Basic elements of presentation and public speaking.

UNIT – II

Presentation Techniques: One way and two way communication, Objectives of presentation, Pre-plan for presentation, plan for during presentation, before presentation and attractive ending.

UNIT – III

Main challenges or barriers of presentation and public speaking, Methods for overcoming the fear and obstacles during presentation, Importance of Rehearsals. Common mistakes in Presentation and Public speaking, Tips for Smart speech

UNIT – IV

Computer knowledge and Skills, Basic IT Knowledge necessary for College and University. Introduction to Microsoft Power Points: Tips for preparing attractive and powerful power point presentation.

Suggested Reading:

- Presentation and Public Speaking by S M Wahiduzzaman (Author)
- Talk Like TED: The 9 Public-Speaking Secrets of the World's Top Minds by Carmine Gallo (Author).
- The Complete Presentation Skills Handbook by Suzy Siddons (Author)