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**Code:**

**ECTS Credit Points: 3**

Year, Semester: year/ semester

Number of teaching hours/week:

Lecture:

Practice: 2

**Topics**: Presentation Skills

**Literature: miscellaneous hand-outs and videos and slides**

**Schedule**

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| **1st week: Orientation**  **Practice:** introduction to the course, outlining aims and requirement, general introduction; collecting attributes of engaging and effective presentations; discussion | **2nd week: Introduction to Presentations**  **Practice:** What makes a good presentation? Types and techniques. giving information and getting the message through in formal, semi-formal and informal presentations**;** |
| **3rd week: The structure of the presentation; Getting started; What should the introduction contain?**  **Practice:** greeting, introduction, reference to content, timing, one-liners, anecdotes, jokes and stories etc. | **4th week: The main body of the presentation**  **Practice:** Structuring. Dividing the different parts and providing links between them. Sequencing and linking information, questions regarding coherence and comprehension |
| **5th week: The end of the presentation**  **Practice:** difference between summary and conclusion. Handling interruptions, lead-in for discussion, inviting and answering questions | **6th week: Presentations by students and evaluation**  **Practice:** student presentations followed by discussion and assessment |
| **7th week: Presentations by students and evaluation**  **Practice:** student presentations followed by discussion and assessment | **8th week: Presentations by students and evaluation**  **Practice:** student presentations followed by discussion and assessment |
| **9th week: Presentations by students and evaluation**  **Practice:** student presentations followed by discussion and assessment | **10th week: Presentations by students and evaluation**  **Practice:** student presentations followed by discussion and assessment |
| **11th week: Presentations by students and evaluation**  **Practice:** student presentations followed by discussion and assessment | **12th week: Presentations by students and evaluation**  **Practice:** student presentations followed by discussion and assessment |
| **13th week: Presentations by students and evaluation**  **Practice:** student presentations followed by discussion and assessment | **14th week: Presentations by students and evaluation**  **Practice:** student presentations followed by discussion and assessment |
| **15th week: Presentations by students and evaluation**  **Practice:** student presentations followed by discussion and assessment |  |

**Requirements**

**A, for a signature:**

Participation at practice classes is compulsory. Students must attend practice classes and may not miss more than three practice classes during the semester. In case a student does so, the subject will not be signed and the student must repeat the course. Students cannot take part in any practice classes with another group. Attendance at practice classes will be recorded by the practice leader. Being late is equivalent with an absence. In case of further absences, a medical certification is needed. Missed practice classes must be made up for at a later date, as discussed with the tutor.

**B, for a grade:**

Students are required to actively take part in in-class discussions. Each student is required to prepare a 15-minute-long presentation by due date as assigned in the beginning of the semester. Presentation dates will be set on the first week of the semester. Should one fail to present his/her paper as agreed, he or she will have to give the presentation at a later occasion and will automatically be downgraded, meaning he/she cannot get a better grade than a 3 (satisfactory). Plagiarism or any form of cheating will not be tolerated and will be resulted in the denial of signature for the course.