



COURSE PRESENTATION FORM – ACADEMIC YEAR 2010/2011

COURSE NAME	Presentation and Communication
COURSE CODE	70063 (BSc 509)
LECTURER	Mario Klarer
TEACHING ASSISTANT	--
TEACHING LANGUAGE	German
CREDIT POINTS	4
LECTURE HOURS	24
EXERCISE HOURS	12
TIME SPAN	21.02.2011 - 11.06.2011
TIME TABLE	See Timetable Page
OFFICE HOURS LECTURER	During the lecture time span: TBA, Monday 15.00 - 17.00 Faculty of CS, POS Building, piazza Domenicani 3 , second floor, office 2.10.
OFFICE HOURS TEACHING ASSISTANT	--
PREREQUISITES	--
OBJECTIVES	Make students familiar with all major aspects of presentation techniques
SYLLABUS	Presentations

1. . Short statements

Newspaper articles as a structural model for statements in meetings.

Impromptu statements

With the help of clear guidelines participants create a short statement of one to three minutes on a specific topic (video feedback).

2. Structure and parts of presentations

2.1 Introduction

introduction checklist:

- welcome + rapport



- introducing yourself
- topic and relevance
- „road map“
- media + handouts
- time frame
- handling of questions
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Impromptu introductions

With the help of this checklist each participant creates an introduction on a given topic (video feedback).

2.2 Main Part

checklist for structuring points in the main part:

announcing a point

presenting a point

ending a point

- indicating the end of point
- summarizing results
- transition to next point

Impromptu endings and transitions

Using the topic of the previous exercise the participants work primarily how on to end points and how to create transitions.

2.3 Conclusion

checklist for conclusions

- indicating the end of presentation
- summarizing results
- outlook
- thanking
- questions

Impromptu conclusions

With the help of this checklist participants create a conclusion on the topic from the previous exercises (video feedback).

3. Interacting with PowerPoint

This module touches upon the most important tips and tricks for effectively using PowerPoint *during* the presentation. Solutions to major challenges in PowerPoint interaction are presented and tested as to their efficiency with a number of authentic examples from companies who have kindly given permission for their slides to be used in trainings.



4. Slide design

Large number of authentic slides from companies (with kind permission for training use) will illustrate solutions to common challenges in PowerPoint slide design.

5. Body language and positioning

5.1 Body signals

- presentation posture
- movement
- gestures (hands)
- eye contact

5.2 Positioning of equipment

- projection screen + projector
- laptop or keyboard
- the three presentation positions

Impromptu graph reading

With the help of the body language module and a five-step structure for interacting with complex visuals the participants present a slide with a difficult graph (video feedback).

6. Presentations by participants

Between the above modules on PowerPoint slide design and non-verbal communication the second training day will focus primarily on the prepared 5-10-minute presentations by the participants. The standardized procedure consists of the following steps:

TEACHING FORMAT

lecture, discussion, ad hoc exercises, presentations, simulated aspects of meetings; a combination of trainer input, as well as previously prepared presentations and cases

ASSESSMENT

15-20minute PowerPoint Presentation in class, active participation in exercises in class = 40%
one-hour written final exam = 60%

READING LIST

Mario Klarer, Präsentieren auf Englisch
Mario Klarer, Meetings auf Englisch

SOFTWARE USED

LEARNING OUTCOME

Presentations skills

COURSE PAGE

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