

<b>Title and Code of Course: Oral Presentation Skills – ERPB-BAN 4006</b>			
<b>Instructor's Name: Tímea Kovács, PhD</b>			
<b>Instructor's Email Address: kovacs.timea@kre.hu</b>			
Credit Point Value: <b>6</b>	Number of Lessons per Week: <b>2</b>	Type of Course: <b>Seminar</b> <input checked="" type="checkbox"/> <b>Lecture</b> <input type="checkbox"/>	Method of Evaluation: <b>Oral Examination</b> <input type="checkbox"/> <b>In-Class Presentation</b> <input checked="" type="checkbox"/> <b>Other</b> <input type="checkbox"/>
<b>Course Description:</b>			
<p>The primary purpose of this course is to familiarize students with the essentials of preparing, designing, and delivering presentations in an academic setting. Students will actively participate in discussing what makes a good presentation and will deliver a 10-minute ppt-aided in-class talk.</p> <p>Topics to be covered:</p> <ul style="list-style-type: none"> <li>Presenting at universities – Seminars and tutorials</li> <li>Planning and structuring formal presentations</li> <li>Making and using notes</li> <li>Using your voice</li> <li>Body language</li> <li>Engaging your audience</li> <li>How to use visual aids</li> <li>Preparing, rehearsing, and dealing with nerves</li> <li>Avoiding and solving problem</li> </ul>			
<b>Bibliography:</b>			
<p>Course handouts and task sheets distributed in class or via coursemail          Burton, G. (2013). <i>Presenting: Delivering presentations with confidence</i>. Academic Skills Series          Mark, P. (2010). <i>Dynamic presentations</i>. Cambridge University Press          TED Talks</p>			