

Title and Code of Course: **Presentation Skills ERPB-BAN 4006**

Instructor's Name: Dr. Váró Kata Anna

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Credit Point Value: 3	Number of Lessons per Week: 2	Type of Course: Seminar <input checked="" type="checkbox"/> Lecture <input type="checkbox"/>	Method of Evaluation: Oral Examination <input type="checkbox"/> In-Class Presentation <input checked="" type="checkbox"/> Other <input checked="" type="checkbox"/>
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Course description:

This course aims to enhance the presentation skills of students. In the first part of the semester, we will discuss what makes a good presentation and what formats to use (e.g. PowerPoint, Prezi, Sway, etc.) We will explore the differences between academic and other types of presentations and discuss what is appropriate in a given context. We will discuss how to prepare slides, what visual elements to use, how to build presentations, how to provide links between the slides, how to describe tendencies, graphs, etc. There will be special emphasis on the delivery of the presentation, voice, body language, etc. Popular ice-breakers, such as jokes, questions to the audience, anecdotes, etc. will also be discussed. Students will learn techniques to keep the allocated time of the presentation and also how to handle nerves. We will discuss handling different types of questions at the end of the presentation and how to keep discussions under control. In the last couple of classes, students will be required to give individual presentations (20 minutes, followed by questions and discussions) and a 15-min-long group presentation with two other classmates on a topic of their choice meeting all requirements discussed earlier in the semester.

Course requirements: students will be required to choose a topic and relevant literature to prepare a 20-minute-long presentation, which will be followed by questions and a discussion. Active in-class participation is also mandatory. (Further specifications and requirements regarding the presentation will be provided at the beginning of the course via Neptun and Moodle. The course material will also be available in Moodle and also in print.) Students are not allowed to miss more than 3 classes, including sick leaves during the semester.

Bibliography:

Wallwork, Adrian. *Giving an Academic Presentation in English*. Springer Cham. 2022.

Powell, Mark. *Presenting in English: How to Give Successful Presentations*. (Updated ed.). Heinle ELT. 2011