



University of Prizren “Ukshin Hoti”

Faculty of Philology

SYLLABUS

Study cycle	Bachelor	Programme	English Language and Literature	Academic year	2019/20
COURSE	Presentation Skills				
Year	3	Status of the course	E	Code	ECTS
Semester	IV				
Study weeks	15	Course classes	Lectures	Practice	
			2	2	
Methodology of teaching	Lectures, self-reliant study, seminars, group work				
Consultations	Weekly (Wednesdays) and by e-mail appointment				
Professor	Rebecca Aaron M.A.	e-mail	becca.aaron@gmail.com		
		Tel.			
Assistant	Rezarta Ramadani	e-mail	rreze.ramadani@gmail.com		
		Tel.			

Course objectives	Student's benefits
<p>This class is designed to conduct lectures, training and experience in delivering effective oral presentations in various academic settings. It is intended for students who have little or no experience giving formal presentations in English.</p> <p>In addition to focusing on the content, structure and delivery of oral presentations, certain aspects of public speaking will be highlighted, including pronunciation, volume, intonation and gestures, to help improve students' overall presentation skills.</p>	<p>Successful participation in this course will result in:</p> <ul style="list-style-type: none"> • Practice analyzing the structure, content and delivery of different types of oral presentations. • Experience planning, organizing, and delivering oral presentations. • Improved awareness of verbal and non-verbal communication skills. • Strategies and techniques for designing effective PowerPoint presentations. • Strategies and techniques for handling audience questions and comments • A video archive of students' presentations with instructor feedback • Exposure to useful resources available for ongoing self-improvement.

Teaching methodology:

Lectures, assignments/projects, presentations		
Required tools:		
1. Public Speaking, Osborn & Osborn 8th Edition. The Art of Public Speaking, Lucas, Stephen (2007), Boston, MA: McGraw Hill		
Evaluation criteria (in %):		
<p>In order to receive a passing grade a student must:</p> <ul style="list-style-type: none"> • Attend at least 90% of the required classes. • Must actively participate in class. • Must successfully complete all 4 presentations in class. • Must write up and submit a brief reflection on the first 3 presentations. 	Evaluation in %	Final grade 10
	Attendance and behaviour (15%)	5
	Midterm (20%)	30
	Assignments and presentations (45%)	15
	Final exam (20%)	50
	Passing Grade Points:	100-91 =10 90-81 = 9 80-71 = 8 70-61 = 7 60-51 =6 50-0 = 5 (failed)
Student obligations:		
<p>Lectures:</p> <ul style="list-style-type: none"> • Respect your peers and your professor. If you are disrespectful in class, I will kick you out. • If you do not attend class, you will miss information that will be included in your assignments/projects and exams. If you miss important information that was not provided in the materials posted online, this is your fault. Do not come late to class. If you are late (more than the academic 15 minutes), I will not let you into my classroom. • Students are obligated to consult the material send to them electronically beforehand • Students have to come prepared to class with the lecture material (slides + handouts) 	<p>Practice:</p> <ul style="list-style-type: none"> • Absolutely no late work. With our tight 15-week schedule, I do not have the time to grade work that has been turned in late. You must turn in all assignments on their <u>exact due dates</u> (provided for you on the course schedule and on Google Classroom). I will not accept emailed assignments or assignments turned in later than the expected due dates. • All assignments and work must be typed in 12-point in either Arial or Times New Roman. • Students have to come prepared to class with the lecture material (slides + handouts) 	

Course obligations:			
Activity	Hours	Days/weeks	Total:
Lecture hours	2	1/week (15 weeks)	30
Practice	2	1/week (15 weeks)	30
Pre-class preparations	1	1/week (15 weeks)	15
Group assignment	15	1 time/15 weeks	15
Midterm exam (+ preparations)	5	1 time	5
Final Exam (+ preparations)	5	1 time	5
Remarks: 1 ECTS = 25 hours, i.e. if the course has 6 ECTS, the student has to have 150 hours of lectures attended during a semester			Total: 100

Week	Lectures		Practice	
	Topic	Hours	Topic	Hours
1.	Introduction to Presentation	2	Introduction	2
2.	Speaking in Public and the responsibility of the speaker-communication skills (both verbal and non-verbal)	2	Practice of non-verbal communication skills	2
	Page. 4-36			
3.	Where to start- choosing a topic and knowing your audience	2	Practice on finding a purpose and selecting a topic	2
	Page 74-117			

4.	Types of Speeches: Informative, demonstrative, argumentative, inspirational, and special occasions	2	Watch examples of Informative and demonstrative presentations	2
	Page. 298-380 (2 weeks to complete)			
5.	Cont...Types of Speeches: Informative, demonstrative, argumentative, inspirational, and special occasions	2	Practice Informative Presentation	2
	Page. 298-380			
6.	MIDTERM TEST	2	MIDTERM TEST	2
7.	Informative presentation	2	Practice informative presentation types	
8.	Researching a Topic and preparing visual aids, including PowerPoint	2	Practice Demonstrative Presentation	2
	Page. 118-139, 266-284			
9.	Demonstrative Presentation	2	Watch examples of persuasive presentations	2
10.	Stage Presence- the role of body language in a public speech	2	Practice Persuasive Presentation	2

11.	Persuasive or Argumentative Presentation	2	Argumentative and persuasive writing prompts	2
12.		2	Start Group Research Presentation; skills and responsibilities of working in a group	2
13.	The role of the listener- improving your listening skills	2	Work on Group Presentation	2
	Page 63-73			
14.	Group Research Presentation	2	Choosing the best group research presentation- Course review	2
15.	Course Review	2	Course Review	2

LITERATURE
<ol style="list-style-type: none"> 2. Public Speaking, Osborn & Osborn 8th Edition. The Art of Public Speaking, Lucas, Stephen (2007), Boston, MA: McGraw Hill 3. Handouts and material provided by the lecturer in class <p>PowerPoint presentations and notes will constitute the main study material for students</p>
REMARKS
N/A

Remarks to the student:
In this course you have the opportunity to be creative with your topics. Please take care not to lose your integrity as a speaker (and student) by plagiarizing material. Remember the university's Code of Conduct, and respect it.

