

Sangameshwar College, Solapur

AUTONOMOUS

Department of English

Skill Enhancement Course (SEC)

Presentation Skills

Semester- IV

Credit- 02

Contact Hour- 30 Hrs

Preamble:

Need for Presentation Skills is a part of oral communication. It is part of UG English syllabus but deeper presentations skills is essential in sharing both personal and professional life. So it is essential to strengthen these skills from career point of view. The department has added presentation skills as a Skill Enhancement Course,

Objective:

- To strengthen oral communication particularly, in presentation
- To empower learners with employability skills
- To build confidence by encouraging students by developing systematic presentation

Outcomes: By the end of the course students will be able to:

- Present themselves confidently
- Present the topic concerned logically and effectively
- Face Online & Offline audience
- Communicate effectively by influencing the audience by their presentation

Module: I Introduction

1. Presentation: Definition, Meaning and its importance
2. Types of Presentation
3. Ways to improve presentation skills

Module: II Attributes of Presentation

1. Planning the presentation

2. Structuring the presentation
3. Delivering the presentation
4. Techniques of delivery

Reference Books:

1. Mandel, Steve. *Presentation Skill a Practical Guide to Better Speaking*. Cengage Publication, 2006.
2. Bansal, KM. *Current Affair, Presentation and Communication skills*, Taxman Cracker, Publication, 2021
3. Harper, Jacqui. *Executive Presentation*, Practical Inspiration Publishing, 2018

Chairman BOS