

Programme for Oral presentations

1. Opening and closing presentations – techniques for drawing attention, engaging the audience and establishing benefit and credibility;
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3. Outlining structure – giving structure to the presentation, signposting and logical progression;
4. Storytelling – engaging the audience and communicating a message effectively;
5. Visual Aids – Slide design and different documents of a presentation;
6. Facts and Figures – Presenting data effectively , describing change;
7. Voice – Pausing, intonation, rhythm and highlights;
8. Building Empathy – Engaging and persuading the audience, humour;
9. Building Impact – Rhetorical techniques such as repetition, contrast and colourful language;
10. Body Language – Non-verbal communication, cultural differences and empathy vs authority;
11. Q&A sessions – Dealing with interaction with audience members.

The programme includes exercises of Listening, Speaking and Reading, Remedial Grammar and Vocabulary.

The students are expected to prepare a presentation according to the guidelines given and perform it for class as a final assessment of the course.