



UNIVERSITI TEKNOLOGI MARA

ELS256: PRESENTATION SKILLS

Course Name (English)	PRESENTATION SKILLS APPROVED
Course Code	ELS256
MQF Credit	4
Course Description	This course aims to develop strategies and skills among students in both drafting and delivering effective oral presentations. By learning these skills students should be able to express, support their point of views and engage with the audience through effective verbal, non-verbal delivery techniques and competence, fluency, and coherence in oral presentations and thorough research using reliable reading materials and sources to become effective presenters, negotiators and communicators.
Transferable Skills	Ability to transfer presentation and communication skills in academic setting confidently, respectfully and responsibly.
Teaching Methodologies	Lectures, Discussion, Presentation, Peer Practice, Collaborative Learning
CLO	CLO1 Display effective presentation skills in academic setting CLO2 Demonstrate competence, fluency, and coherence in oral presentations. CLO3 Use digital reading materials effectively in oral presentations
Pre-Requisite Courses	No course recommendations
Topics	
1. Introduction to presentation skills 1.1) Ice-breaking activities, introduction to oneself to others	
2. Basic principles of presentation skills 2.1) Brainstorming techniques, developing ideas, organizing ideas and delivery techniques face-to-face and virtual setting (body language, facial expressions, voice projection, eye contact, hand gestures, pace, intonation, enunciation, camera angle, virtual background, lighting, and visual aids)	
3. Introduction to speeches on special occasions 3.1) Types and organisation of speeches on special occasions	
4. Speeches on special occasions (drafting and editing) 4.1) Developing ideas, brainstorming, outlining and drafting 4.2) Proofreading and revising draft	
5. Individual presentation (speeches on special occasions) 5.1) delivery of speech (in-class presentation)	
6. Individual presentation (speeches on special occasions) 6.1) delivery of speech (in-class presentation)	
7. Introduction to Demonstrative speech 7.1) Format, organisation, language expressions	
8. Demonstrative speech (drafting and editing) 8.1) Topic selection, searching reading materials, organising ideas, drafting demonstrative outline	
9. Demonstrative speech (pair presentation) and editing 9.1) Proofreading and revising draft on demonstrative speech 9.2) Pair work virtual presentation based on draft	
10. Introduction to persuasive speech 10.1) Format, organisation, language expressions	
11. Persuasive speech (Drafting) 11.1) Topic selection, searching reading materials, organising ideas, drafting persuasive speech outline	

12. Persuasive speech (editing) 12.1) Proofreading and revising draft on persuasive speech
13. Persuasive speech (pair presentation) 13.1) Pair work in-class presentation based on draft
14. Persuasive speech (pair presentation) 14.1) Pair work in-class presentation based on draft

Assessment Breakdown	%
Continuous Assessment	100.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	Outline (Demonstrative and Persuasive speech)	20%	CLO3
	Presentation	Speeches on special occasions	20%	CLO1
	Presentation	Demonstrative and Persuasive speech presentations	20%	CLO1
	Presentation	Demonstrative and persuasive speech presentations	40%	CLO2

Reading List	Recommended Text	<ul style="list-style-type: none"> Stephen E. Lucas 2019, <i>The Art of Public Speaking</i>, McGraw-Hill Education [ISBN: 978125992460]
	Reference Book Resources	<ul style="list-style-type: none"> Kate Atkin 2015, <i>The Presentation Workout</i>, Pearson UK [ISBN: 9781292076720] Carol Silvis 2015, <i>Presentation Skills</i>, Cengage Learning Ptr [ISBN: 9781305507418] James Schofield 2014, <i>Presentation Skills in 7 simple steps</i>, HarperCollins UK [ISBN: 9780007556809] Chris Anderson 2016, <i>TED Talks: The official TED guide to public speaking</i> Hachette UK [ISBN: 9781472228031]
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	