UNIVERSITI TEKNOLOGI MARA

BEL492: PRESENTATION SKILLS

Course Name (English)	PRESENTATION SKILLS APPROVED
Course Code	BEL492

MQF Credit	2

Course Description	This is a course for students to develop the strategies and skills necessary for effective oral presentations. Guidance is provided from the preparatory right up to the final stage of delivery. Emphasis is placed on the importance of verbal and non-verbal communication skills and using visual aids appropriately in oral presentations. Students will also be taught to anticipate and deal with questions and comments orally during a question and answer session.

Transferable Skills	1) Demonstrate ability to identify and articulate self skills, knowledge and understanding confidently and in a variety of contexts. 2) Demonstrate ability to manage personal performance to meet expectations and demonstrate drive, determination, and accountability. 3) Demonstrate ability to communicate clearly and confidently, and listen critically. 4) Demonstrate ability to socialize with people from different walks of life.

Teaching Methodologies	Lectures, Web Based Learning, Discussion, Presentation

CLO		
	CLO1	Acquire the principles involved in the preparation of effective speeches and oral presentations
	CLO2	Conduct literature search on assigned topics
	CLO3	Plan and write a preparation outline
	CLO4	Deliver effective presentations based on principles involved
	CLO5	Respond to questions and comments from the audience/lecturer

Pre-Requisite Courses	No course recommendations

Topics

1. Understand basic principles of speech communication
1.1) The importance of speaking effectively in public, speech communication process, the importance of ethics in speaking and listening, and effective listening
1.2) Types of informative speeches and guidelines for informative speeches
1.3) Delivering speeches using accurate and appropriate language, voice (pronunciation/enunciation, fluency, accuracy, articulation, intonation, stress) and non-verbal aspects of delivery
1.4) Visual aids (suitability, usefulness, interaction with visual aids)

2. Conduct literature search on assigned topics
2.1) Brainstorming, screening of topics, scope, relevance and depth of topic for Presentation 1 and Presentation 2

3. Plan and write preparation outline
3.1) Determining presentation aims and structure (purpose, audience, time management)
3.2) Preparing preparation outline

4. Deliver effective presentations and respond to questions and comments
4.1) Preparing for Presentation 1 and Presentation 2
4.2) Questions and comments from the audience/lecturer

Assessment Breakdown	%
Continuous Assessment	100.00%

<table>
<tr><td rowspan="5">Details of Continuous Assessment</td><td>Assessment Type</td><td>Assessment Description</td><td>% of Total Mark</td><td>CLO</td></tr>
<tr><td>Assignment</td><td>Preparation outline for Presentation 2</td><td>10%</td><td>CLO1 , CLO2 , CLO3</td></tr>
<tr><td>Attendance</td><td>Attendance and assignments</td><td>10%</td><td>CLO1 , CLO2 , CLO3 , CLO4 , CLO5</td></tr>
<tr><td>Presentation</td><td>Presentation1</td><td>40%</td><td>CLO1 , CLO2 , CLO4</td></tr>
<tr><td>Presentation</td><td>Presentation 2</td><td>40%</td><td>CLO1 , CLO2 , CLO4 , CLO5</td></tr>
</table>

<table>
<tr><td rowspan="2">Reading List</td><td>Recommended Text</td><td>• Lucas, S. 2007, <i>The Art of Public Speaking</i>, 9 Ed., McGraw-Hill NY

• Verdeber, R., Verdeber, K. & Sellnow, D. 2008, <i>Effective Speaking</i>, 14 Ed., Thomson Wadsworth</td></tr>
<tr><td>Reference Book Resources</td><td>• Badger, I. & Pedley, S. 2003, <i>English for Work: Everyday Business Writing.</i>, Pearson Education Ltd Essex

• Brenvenu, S. 1999, <i>The presentation skills workshop: Helping people create and deliver great presentations</i>, AMACOM NY

• Freitag-Lawrence, A. 2003, <i>English for Work: Business Presentations</i>, Pearson Education Ltd Essex

• Leech, T. 2004, <i>How to prepare, stage and deliver winning presentations</i>, AMACOM NY

• Mandel, S. 1999, <i>Effective presentation skills: A practical guide for better speaking.</i>, Crisp Learning CA

• Matthew, M. 2005, <i>Microsoft Office PowerPoint 2003 Quicksteps</i>, McGraw-Hill CA

• Nelson, P., Titsworth, S., & Pearson, J. 2007, <i>Public Speaking: A guide for the engaged communicator</i>, McGraw-Hill NY

• Trappe, T. & Tulis, G. 2005, <i>Intelligent Business coursebook: Intermediate Business English</i>, Pearson Education Ltd Essex</td></tr>
<tr><td>Article/Paper List</td><td colspan="2">This Course does not have any article/paper resources</td></tr>
<tr><td>Other References</td><td colspan="2">This Course does not have any other resources</td></tr>
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