



The University of  
**Nottingham**

UNITED KINGDOM • CHINA • MALAYSIA

**CENTRE FOR ENGLISH LANGUAGE AND FOUNDATION EDUCATION**

**SUMMER SCHOOL**

**2 – 15 JULY 2020**

**DELIVERING EFFECTIVE PRESENTATIONS**



(photo courtesy of [https://www.123rf.com/photo\\_32945612\\_stock-vector-business-people-stickers-businessman-cartoon-characters-and-communication-elements-concept-illustrat.html?fromid=eGh6a1hTMVpUbnc4N2EzL2FhK1JPdz09](https://www.123rf.com/photo_32945612_stock-vector-business-people-stickers-businessman-cartoon-characters-and-communication-elements-concept-illustrat.html?fromid=eGh6a1hTMVpUbnc4N2EzL2FhK1JPdz09))

**MODULE SYNOPSIS** Delivering effective oral presentations is one of the key skills for staying on top of the game in professional work settings. While some may have the self confidence, many lack the know-how, or vice versa. The module aims to show how to deliver impressive presentations and build the confidence for an impactful delivery for improved performance at work. University students can also get ahead and use the knowledge and skills learnt in the module for better academic results. Whether delivering solo or in groups, the module will help participants to be engaging and effective.

**LEAD CONVENOR** Saleha Abdul Rahman

**MODULE CODE** CELE1006

**MODULE TITLE** Delivering Effective Presentations

**MODE OF DELIVERY** 7 days of 5 hours per day comprising lectures, discussions, field trip and students' presentations.

**MODULE AIMS** By the end of the programme participants should be able to:

- demonstrate the ability to present ideas effectively using the common discourse and organisational features of presentations
- work effectively independently and in groups on a project
- deliver effective presentations using appropriate vocal, verbal and non-verbal delivery techniques
- utilise techniques for building self confidence for effective presentations

**METHOD OF ASSESSMENT** One group presentation based on a group project

**DAILY SCHEDULE**

<b>DATE</b>	<b>TIME</b>	<b>TOPIC</b>
2 <sup>nd</sup> July	10.30 AM -12 PM	Introductions and understanding communication
	1 PM – 3PM	Profiling your audience, occasion & location
3 <sup>rd</sup> July	9.30PM -12PM	Working solo
	1 PM – 3PM	Working in groups
6 <sup>th</sup> July	9.30PM -12PM	Building self confidence
	1 PM – 3PM	Engaging the audience
7 <sup>th</sup> July	9AM – 3PM	Field Trip
13 <sup>th</sup> July	9.30PM -12PM	Vocal delivery
	1 PM – 3PM	Verbal delivery
14 <sup>th</sup> July	9.30PM -12PM	Non-verbal delivery
	1 PM – 3PM	Demonstrations for reflections
15 <sup>th</sup> July	9.30PM -12PM	Presentations and feedback

**ACCESSIBILITY/DISABILITY** If you would like a hard copy of this or subsequent documents in an alternative format, or have other concerns around issues of accessibility/disability please contact the Lead Module Convenor.