



The University of  
**Nottingham**

UNITED KINGDOM • CHINA • MALAYSIA

**CENTRE FOR ENGLISH LANGUAGE AND FOUNDATION EDUCATION**

**SUMMER SCHOOL**

**5 – 15 JULY 2021**

**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** 8 days of lectures, discussions, and/or 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>
5 <sup>th</sup> July	10.30 AM -12 PM	Introductions and understanding communication
	1 PM – 3PM	Profiling your audience, occasion & location
6 <sup>th</sup> July	4 PM -6 PM	Working solo
	6 PM – 8PM	Working in groups
7 <sup>th</sup> July	4 PM – 5:30 PM	Building self confidence
	5:30 PM – 7PM	Engaging the audience
8 <sup>th</sup> July	5 PM – 6:30 PM	Building content
	6:30 PM – 8 PM	Organising content
9 <sup>th</sup> July	4 PM – 6 PM	Vocal delivery
	6 PM – 8 PM	Verbal delivery
12 <sup>th</sup> July	4 PM – 6 PM	Non-verbal delivery
	6 PM – 8 PM	Demonstrations for reflections
13 <sup>th</sup> July	5 PM – 8 PM	Presentations and feedback Session 1
15 <sup>th</sup> July	4 PM – 8 PM	Presentations and feedback Session 2
16 <sup>th</sup> July	4 PM – 6 PM	Class wrap up session

**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.