



Delivering Effective Presentations

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 9 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

TENTATIVE DAILY SCHEDULE

Day/Date	Time	Tentative Programme	Class Hours (29)
Session 1 Tuesday 5 July	11.00am	Class – Introductions and Understanding Communication	2
	1.00pm	Lunch break	
	2.00pm	Class – Working solo	1
Session 2 Wednesday 6 July	9.30am	Class – Working in Groups	2.5
	12.00pm	Lunch break	
	1.00pm	Class - Profiling audience, occasion and location	1.5
Session 3 Thursday 7 July	9.30am	Class – Engaging the audience	2.5
	12.00pm	Lunch break	
	1.00pm	Class – Handling feedback and questions	1
Session 4 Friday 8 July	9.30 am	Class – Building Self-Confidence	2.5
	12.00pm	Lunch break	
	1.00pm	Class – Effective Delivery	1.5
Session 5 Tuesday 12 July	9.30 am	Class – Building Content	2.5
	12.00pm	Lunch break	
	1.00pm	Class – Organising Content	1.5
Session 6 Wednesday 13 July	9.30 am	Class – Using Visual Aid	2.5
Session 7 Friday 15 July	9.30 am	Class – Mock presentations and feedback	2
Session 8 Monday 18 July	9.30 am	Class – Presentation Assessments and grading	2.5
	12.00pm	Lunch break	
	1.00pm	Class – Presentation Assessments and grading	1.5
Session 9 Tuesday 19 July	9.30am	Class wrap up	2