

Presentations: Preparing, Developing, and Delivering

2 days

Description

This ILT Series course introduces students to the fundamentals of creating a presentation. Students will discuss the components of a good speech or presentation, and then they will learn how to develop their own. As students work through the activities, they will write and deliver three short presentations in class. They will be introduced to a variety of delivery techniques that include building rapport with the audience, using body language and humor, and facilitating a question and answer session. Students do not need to have any prior experience. They only need a desire to improve their presentation skills.

Prerequisites

- *None*

Course Outline

Unit 1: Introduction to public speaking

Topic A: Presentations
Topic B: Public speaking
Topic C: Communication

Appendix A: Colors and PowerPoint

Topic A: Colors in presentations
Topic B: Microsoft PowerPoint

Unit 2: Preparing your presentation

Topic A: The presentation process
Topic B: Presentation purpose
Topic C: Audience analysis
Topic D: Presentation structure

Unit 3: Developing your presentation

Topic A: The conclusion
Topic B: The introduction
Topic C: The body
Topic D: Transitions
Topic E: Rehearsal techniques

Unit 4: Delivering your presentation

Topic A: Gearing up
Topic B: Personal motivation
Topic C: Rapport and credibility
Topic D: Voice and body techniques

Unit 5: Using humor and visual aids

Topic A: Humor
Topic B: The question-and-answer session
Topic C: Visual aids

Unit 6: Using what you've learned

Topic A: The implementation phase
Topic B: Resources and tools