

Course Title:		Presentation Skills					
Course Code:		S4203BGR	Centre: Sutton		Tutor: Anne Doerr		
Day:	Thu	Start Date:	18/11/10	Length:	1 wks	Time:	18:30-21:30

Course Content/Syllabus

This course will include the following topics:

- Preparing for a presentation- what to consider
- Conquering nerves
- Planning – aim, audience, collect material, write script
- Use of visual aids
- Use of IT in presentations
- Delivering the talk – dealing with interruptions and questions

After completing the course, students should be able to:

- Develop the skills needed for public speaking
- Gain confidence through thorough preparation
- Prepare talks and effective notes
- Deliver a talk and deal with questions and interruptions

Assessment Methods

Continuous informal assessment.

Home Study

Attendance

Regular attendance is expected in order to get the most from your course.

Entry Requirements

N/a – all welcome

English, Maths & IT Entry Requirements

Good English skills and basic IT. Familiar with Word

Exam Fees

N/a

Additional Costs (eg course materials & textbooks)

- Folder, lined paper and a pen

You are advised not to purchase text-books or equipment until the course is confirmed.

For your first session, please bring:

- Paper and pen

Extra Help With Your Learning

For details of additional support, please request the learning support leaflet and indicate your needs on the enrolment form.

Progression/Further Opportunities:

Attend other management modules or Introduction to Management Skills.