

Presenting Skills

Module 7
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Course description

- The course is aimed at boosting students' basic speaking and writing presenting skills in English. The course lasts for 1 module/28 academic hours. By the end of the course students will learn
- how to make their presentations more persuasive
- how to keep up everyday conversations
- how to speak at a job interview confidently
- how to write several kinds of business letters.

During the course students will particularly focus on learning effective rhetorical figures and structures, describing and presenting data. Students will master those skills by extensive in-class speaking practice and significant homework, and improve their performance by gaining regular feedback from the professor.

Course requirements, grading, and attendance policies

Attendance

Regular attendance (over 80% of the sessions), preparedness for classes and active in-class participation are crucial for making progress in this course. Excessive tardiness will also affect students' final grades.

Home assignments

Fulfilling home assignments is the most important prerequisite for succeeding in the course and failing to do them might fail the whole course. In case a student misses a class, s/he should inform the professor about it in advance and submit the completed assignment to the professor before the next class. Assignments, submitted after the deadline, but before the end of the course, will receive one grade lower. Later submissions are accepted only under extenuating circumstances, and only if the professor is informed about it before the due date.

Grading

The grading breakdown:

Home assignments	60%
Quizzes	10%
Final test	30%

Grade conversion table

Grade	%
5	> 90%
4	70% - 90%
3	60% - 70%
2	< 60%

Make-ups

One make-up is allowed for the final test during the two weeks of the next module only in the following circumstances:

- if a student could not submit the final assignment for extenuating reasons
- if a student has got a “2” for the final test

Failed or missed quizzes can be rewritten on the date provided by the professor.

Course contents

The overall course duration is 28 contact academic hours, followed by a videorecording of a final presentation. Students attend classes once a week, and each session lasts 4 academic hours. Individual skype consultations can be provided upon a student’s request during the course.

To complete the course, students are required to prepare and videorecord a 7-minute presentation related to their professional field and write a test.

The themes of the course:

(might vary depending on the group proficiency level and performance)

Giving Presentations:

- Striving for clarity
- Impact techniques
- Persuasive techniques and strategies
- Describing data
- Q&A sessions

Soft skills:

- Small talk
- Interview skills
- Opinionating and speculating

Writing skills:

- Formal and informal business letters
- Making and confirming arrangements

- Requesting action
- Making enquiries

Description of course methodology

The course will emphasize interactive teaching and learning practices that facilitate the development of both oral presentation skills and communicative competence. Class activities will embrace abundant presentation practice and communicative role plays, while home assignments will entail intensive vocabulary work. Every class is followed by oral and written home assignments which ensure student progress through the course. Students improve their skills by gaining individual feedback from the professor.

Course materials

Required textbooks and materials

1. Dummett, Paul, et al. *Keynote*. Proficient. National Geographic Learning: Cengage Learning, 2014. (Student's Book and Workbook).
2. Powell, Mark. *Dynamic Presentations*. Cambridge: Cambridge University Press, 2011.
3. Powell, Mark. *Presenting in English*. Hampshire: Heinle Cengale Learning, 2002.
4. www.americanrhetoric.com.

Additional materials

1. Hancock, Mark. *English Pronunciation in Use*. Cambridge: Cambridge University Press, 2012.
2. Lucas, Stephen E. *The Art of Public Speaking*. New York: McGraw-Hill, 2012.
3. News media resources (BBC, CNN, Bloomberg).

Academic integrity policy

Cheating, plagiarism, and any other violations of academic ethics at NES are not tolerated.