ACCOUNTANCY TRAINING & EDUCATION CENTRE [ATEC]

COURSE OUTLINE

PROGRAMME: Life/Employability Skills Course
DURATION: February 2019 - March 2019
DAY(S): Fridays
MODE: Full-Time
COMPONENT: Public Speaking and Presentation Skills
LECTURER: Stacy Daniel-Williams
CAMPUS: Champs Fleurs

Lecture Number	Lecture Date	Class Time	Hrs	Cum Hours	Lecture Topic (s)	Session Type	Important Concepts/Ideas to Know	Expected Reading	Other Matters	Items Due For Next Class
1	1-Feb-2019	9.30 am-12.30 pm	3.0	3.00	Professional Forums: Overcoming the Fear of Public Speaking and Presenting.	LT	Overview of various types of Speeches and Presentations. Internal and External Factors causing presentation anxiety. Visualization Techniques and Skills Training/Reinforcement		Introductory Discussion and Group Exercises.	---
2	8-Feb-2019	9.30 am-12.30 pm	3.0	6.00	Structuring your Speech or Presentation. *Portfolio Exercise 1 to be submitted on Feb. 22nd.*	LT	Developing the Outline (Intro, Main Body and Conclusion). Tailoring based on Purpose, Time, Place, Audience etc.		Working with Sample PPT Templates; Customizing and editing your own Outline.	Portfolio Exercise 1
3	15-Feb-2019	9.30 am-12.30 pm	3.0	9.00	PORTFOLIO EXERCISE 1: Submission of an Outline Speech/Presentation.ppt	LAB	Hard and Softcopy Outline of Speech or Presentation (min. full-page draft /10 slide draft). *Hardcopies to be distributed*		In-Class Exercise to demonstrate speaking or Presenting in a public forum.	---
4	22-Feb-2019	9.30 am-12.30 pm	3.0	12.00	Use of Effective Language and Presentation Aids in Speeches/Presentations. *Portfolio Exercise 2 to be submitted on March 08th.*	LT	How Language (Words/Text, Tone of Voice, Gestures) Affect Audience Interest and Involvement / Engagement. Visual Aids- Colour/Graphics Audio Clips and Music Handouts and Takeaways		Incorporating Relevant Presentation Aids to support the ideas or information delivered.	Portfolio Exercise 2
5	1-Mar-2019	9.30 am-12.30 pm	3.0	15.00	PORTFOLIO EXERCISE 2: Mastering Delivery of a Speech or Presentation *(Putting It All Together)*	LT	5 Step Process for Delivery of Final Speeches / Presentations: Step 1 - Purpose & Plan Step 2 - Content & Clarity Step 3 - Engage Audience Step 4 - Recap & Reiterate Step 5 - Conclude/Close		Delivery by Individuals or Groups of Final Speech or Presentation, with direct feedback from the class (using standard Forms).	---

Key / Legend
Lt = Lecture   T=Tutorial