

## Course detail

<b>Course ID</b>	1050
<b>Course code</b>	PSE
<b>Course title in language of instruction</b>	Presentation Skills in English
<b>Course title in Czech</b>	Prezentační dovednosti v angličtině
<b>Course title in English</b>	Presentation Skills in English
<b>Number of ECTS credits allocated</b>	2
<b>Language of instruction</b>	English
<b>Provided by</b>	Department of Languages
<b>Study plan</b>	Finance a řízení - platný pro studenty, kteří započali studium od ZS 2006/2007

## Hours

Mode of delivery	Mode of study	hours
practical	full-time	2

## Learning outcomes

The goal of the course is mastering language, structural and general aspects of effective and efficient presentation in English. Seminars are application-oriented on developing language, structural and general skills necessary for presentation.

**Knowledge:** The student understands the structure and language of presentations in English, the nonverbal aspects of giving presentations, e.g. facial expression, gestures, proxemics (special behaviour) and also various forms of visualisation (e.g. PowerPoint slides).

**Skills:** The student is able to prepare independently an impressive presentation in English on a given topic using all above mentioned aspects.

**Competences:** The student can present results of their own work or of their team work in public and lead a discussion on the topic.

## Course contents

- Introduction (the Importance of Presentation Skills Today)
- Types of Presentations Regarding Different Occassions and Purposes
- Preparing the Presentations
- Topic (What to Present)
- Audience (For Whom to Present)
- Venue (Where and with What Equipment to Present)
- Structure (How to Sequence the Presentation)
- Presentation Tips
- Body Language
- Voice

- Humour
- Delivering a Speech
- Grabbing Attention
- Colours
- Timing
- Being Brief
- Active Listening
- Fears
- Miscellaneous
- Software for Presentations
- Power Point
- Others
- Famous Presentations
- Useful Language
- Students' Presentations

### Assessment methods and criteria

Requirements met:

- activity in seminars
- presentation

### Workload

#### Full-time mode of study

practical	28
self-study	24
lecture	0

#### Part-time mode of study

### Recommended and required reading

Recommended and required reading	Type of literature
<ul style="list-style-type: none"> <li>• BENEŠOVÁ, Martina a Miloslav REITERMAN. <i>Prezentační dovednosti v anglickém jazyce</i>. Skripta. Jihlava: VŠPJ, 2009.</li> </ul>	Required
<ul style="list-style-type: none"> <li>• Klarer, Mario. <i>Působivá prezentace a přednáška v angličtině</i>. 1. vyd. Praha: Grada, 2007. 160 s. Manažer. ISBN 978-80-247-1808-8.</li> <li>• Hierhold, Emil. <i>Rétorika a prezentace</i>. 1. vyd. Praha: Grada, 2005. 392 s., [16] s. barev. obr. příl. Expert. ISBN 80-247-0782-9.</li> </ul>	Recommended