

Presentation Skills - Course Organization

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Syllabus:

- I. How to Arouse the Interest of the Audience.
- II. Introduction for Advanced Presenters.
- III. How to Work with the Attention of the Audience – Role of Summary.
- IV. How to Use Media in Presentations.
- V. How to Use your Voice Properly and Effectively.
- VI. Basic Techniques of Presentation.
- VII. Further Techniques of Presentation.
- VIII. Useful Language of Presentation.
- IX. How to Impact the Memory of the Audience – Nearing the End of Presentation.
- X. Question and Answer Session – How to deal with Unpredictable Situations.
- XI. Presentation Techniques in Meetings.
- XII. Presentation Techniques in Writing Reports.

Literature:

- provided in the study materials.

Credit requirements:

- 80% attendance (2 absences allowed, others require a formal letter of excuse)
- giving 2 PowerPoint presentations specified in Assignments No 1&2
- no test
- completion of assigned homework
- active participation in classes