



RTU Course "Presentation Practice"

01A01 Speciālā lietojuma valodu katedra

General data

Code	VIA171
Course title	Presentation Practice
Course status in the programme	Compulsory/Courses of Limited Choice; Courses of Free Choice
Course level	Undergraduate Studies
Course type	Professional
Field of study	Languages
Responsible instructor	Marina Platonova
Academic staff	Antra Roskoša Anita Eiholca
Volume of the course: parts and credits points	1 part, 2.0 Credit Points, 3.0 ECTS credits
Language of instruction	LV, EN, RU
Possibility of distance learning	Not planned
Abstract	This course provides the skills needed to plan and deliver polished presentations with confidence. Students learn practical techniques to communicate and reinforce their message, allowing them to focus on audience needs and objectives. Students learn how to assess their presentations critically, comprehend the communicative situation and context, prepare visual aids and handouts, and deliver reports using OHP and PowerPoint programme. Students prepare reports, theses, summaries, organize and maintain debates and discussions on various scientific popular, as well as topical professional themes and subjects, design advertising presentations for their favorite goods.
Goals and objectives of the course in terms of competences and skills	To develop students' public speaking skills for seminar and conference presentation; cover criteria for successful presentations. Objectives of the course are to teach students how to: 1) deliver dynamic, persuasive presentations that are concise and clear; 2) assess their presentations critically 3) build audience rapport through eye contact, vocal delivery and body language 4) apply innovative design techniques to create powerful presentations 5) capture and maintain audience interest and attention using interactive techniques 6) use various ICT tools and programmes to design a valuable presentation 7) persuasion techniques.
Structure and tasks of independent studies	Prepare and present a report on a topical technical translation theme, submit the portfolio of materials covered during the course.
Recommended literature	1. Becker D., (2001) Powerful Presentation Skills, McGraw-Hill LANGUAGE. 2. Bienvenu, S. (1999) The Presentation Skills Workshop: Helping People Create and Deliver Great Presentations (The Trainer's Workshop Series), American Management Association; 1 Ed edition.; 3. Bigwood S., (2003) One Step Ahead: Presenting Numbers, Tables and Charts, Oxford University Press. 4. Billingham, J. (2003) Giving presentations, Oxford Publishing House. 5. Bradbury A. (2006) Successful Presentation Skills, Kogan Page; 3 edition.; 6. Dukulis I. (2002) Prezentācijas materiālu sagatavošana, Rīga, Biznesa Augstskola Turība. 7. Kaye, E. (2002) Maximize Your Presentation Skills: How to Speak, Look and Act on Your Way to the Top, Prima Lifestyles; 1ST edition. 8. Rotondo, J., et al (2001) Presentation Skills For Managers, McGraw-Hill.; 9. Strauhmane G., Vinčela Z. (2000) Speaking with Confidence, Rīga: Zvaigzne ABC.
Course prerequisites	English language skills at B2 level according to CEFR

Course outline

Theme	Hours
Recognizing perceptual filters that hinder communication, Identifying basic communication principles	2
Verbal communication. Oral and written communication.	2
Non-verbal communication. Gestures, pauses, eye contact, intonation.	2
Development of communicative competence. Effective communication.	2
Speech. Speech presentation techniques. The purpose of the speech. Time management.	2
The structure of speech, psychological aspects. Comprehensibility. Communication skills.	2
Types of speech: oral, written, non-verbal.	2
WORKING CONSTRUCTIVELY WITH ICT-TOOLS: OHP, PowerPoint programme.	4
Making text, colour and graphics work together. Employing information graphics to simplify complex data	2
DESIGNING ACTIVE VISUAL PRESENTATION: video presentation, preparation, organization, delivery.	2
Organization of the scientific report: main aims, objectives and principles. Defense.	2
Critical assessment of own presentation. Students' presentations are video-taped for further analysis.	4

Discussions. Expressing and substantiating own opinion. Discussion techniques.	2
Presentation of the report about topical technical translation issue covered in the term paper.	2

Learning outcomes and assessment

Learning outcomes	Assessment methods
Students are able to use verbal and non-verbal communication skills, presenting reports and theses on professional issues in English.	Assessment: home tasks, presentation (reports, theses), exam. Reports and theses prepared during the semester: tested/not tested.
Students are able to differentiate and select relevant speech compilation techniques, develop the content of the speech and use definite presentation techniques, taking into consideration various psychological factors.	Assessment: home tasks, seminars, exam. Students discuss theoretical literature studies at the seminars. At the exam they practically demonstrate their theoretical competence.
Students are able to inform the audience persuasively and enthusiastically, maintaining rapport with the listeners.	Assessment: seminars, discussions, exam. The participation in seminars and discussions is evaluated at the classes.
Students are able to listen attentively, assess, appreciate, criticise presentations of other students.	Assessment: seminars, discussions, exam. Exam: report is evaluated according to set criteria (content, presentation, delivery, visual aids, rapport, etc.) according to 10 grade scale.

Study subject structure

Part	CP	ECTS	Hours per Week			Tests			Tests (free choice)		
			Lectures	Practical	Lab.	Test	Exam	Work	Test	Exam	Work
1.	2.0	3.0	0.0	2.0	0.0		*		*		