

AJPV RHET – Presentation skills and the Basics of Rhetoric for future teachers

Teacher: Zuzana Klimova

Office hours:

Seminars: 16:40 – 18:20

Assessment:

1 group presentation (non-academic presentation) 10%

1 individual non-academic presentation 30%

1 academic presentation 30%

1 speech delivery 20%

Active participation in classes and peer-reviewing of other students' work 10%

Compulsory literature:

McCarthy, Patsy and Caroline Hatcher. *Presentation Skills: The Essential Guide for Students*. SAGE Publications. 2002.

Syllabus:

- 1) Introducing the course – syllabus, requirements
Learning the names game as an icebreaker

Icebreakers – opening conversation in a group
Group activity – getting to know one another

Smalltalk and impromptu speeches – engaging in a small talk and impromptu speeches with or without preparation – How to initiate a conversation in a group I do not know?

HW:

- preparing 3 topics that might be used for an informal small talk
- preparing one topic of your interest that might also be interesting for your colleagues

In class:

- trying to engage others in the informal conversation on the topic (small talk)
- taking part in the small talk (groups 3-4) (small talk)
- using prepared topics for my advantage (switching the topic of conversation) (small talk)
- reacting on the given topic “without” preparation and cooperation in pairs (2 minute thinking time in pairs, pair presentation to the group – 5 mins for the pair) (Impromptu speeches)
- Getting others involved in the topic you are interested in

- 2) Non-academic presentation – group exercise

HW:

- Reading the text about planning effective presentations
- Preparing a topic of your interest you would like to talk about (bring to class)

In class:

- Quiz on the reading
- Preparing the topic – group discussion, planning your presentations (main topic and argument, suggesting outline, consulting the topic)

3) Non-academic presentation – individuals – group 1

HW:

- Reading an article about making an effective presentation
- preparation of the presentation for 5 minutes

In class:

- Quiz about the effective presentation
- presentation and peer-review

4) Non-academic presentation – individuals – group 2

HW:

- Reading an article about making an effective presentation
- preparation of the presentation for 5 minutes

In class:

- Quiz about the effective presentation
- presentation and peer-review

5) Making an effective speech – basic principles

HW:

- Reading about how to make an effective speech
- Preparing a topic you would like to talk about

In class

- Preparing strong points and an outline in class
- Group discussion about the topic, searching for a powerful argument

6) Speech presentation – group 1

HW:

- Preparing speech at home

In class:

- Presentation of an effective speech (powerful and gripping reading)

7) Speech presentation – group 2

HW:

- Preparing speech at home

In class:

- Presentation of an effective speech (powerful and gripping reading)

8) Preparing an effective academic presentation

HW:

- Reading and rereading of the principles for an effective presentation

- Preparing an academic topic for the presentation

In class:

- Discussion of the topics in groups/ pairs, choosing a suitable argument, creating an outline

9) Preparing handouts, PPT presentation, poster, or other visual support

HW:

- Preparing presentation at home,
- making an outline and bullet points (main ideas) as a preparation for the PPPresentation

In class:

- pair discussion of the topic, argument, main points
- looking at visual/audio...help, thinking about an effective PPP

10) Presentation – academic presentation in front of a bigger audience – group 1

HW: preparing academic presentation with PPP

In class: presentation and peer-review – 8 minutes presentation

11) Presentation – academic presentation in front of a bigger audience – group 2

HW: preparing academic presentation with PPP

In class: presentation and peer-review – 8 minutes presentation

12) Presentation – academic presentation in front of a bigger audience – group 3 (if needed)

HW: preparing academic presentation with PPP

In class: presentation and peer-review – 8 minutes presentation

Feedback from the classmates and the teacher

Summing up the course

13) Preparing interactive activity for a group (group work 4-5 people) – methodology ELT – optional in case of smaller number of students