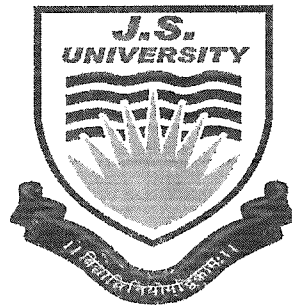


# **J.S. University, Shikohabad**

Established by UP Govt. Act No. 07 of 2015


Recognized by U.G.C. under section 2 (f) of Act-1956



**Value Added Course**

**(Presentation skill)**

**Faculty of Management**

	J.S. University, Shikohabad Faculty of MANAGEMENT	Value Added Course
		AY: 2019 (EVEN SEM)

## **PRESENTATION SKILL**

### **Learning Outcome:**

This course develops the verbal skill (communication skill) for presentation in the students and the Learn different presentation skill.

**Duration:** 30 Hours.

### **Course Outcomes: -**

After completion of the course the student shall be able to:-

1. Student will able to learn oral skill,
2. Student will able to message crafting for presentation.
3. Student will able to solve problem.
4. Student can able to learn different audio.
5. Able to understand the concept of managing stress.



J.S. University, Shikohabad  
Faculty of MANAGEMENT

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## Syllabus Outline

### Module I

Preparation of presentation – 1st part – what, how, for whom, structure, principles and presentation technique, business presentation specifications, Report Writing, Developing Effective Presentation Skills, Oral Presentation: Principles of oral presentation, factors affecting presentation, sales presentation, training presentation, conducting surveys.

### Module II

Speeches to motivate, effective presentation skills. Slide Presentation: Craft your message, Make Visuals, Include proper content for your presentation. Verbal communication – jawbreakers, Argumentation, usable and unsuitable phrases, Communication skills – listening, empathic reaction, how to question.

### Module 3 III

Stealing the show, opening door question, Conflict situation solving, attack from the audience. Communication skills as a work experience, vicious circle of attack and defense, Non verbal communication during presentation. How to manage stress? what to do with hands, legs?

### Module IV

Activating the audience with nonverbal communication, body language, Work with audience – ice-breaking, get them in the mood, work with emotions, visualization tools, nonstandard situations Improvisation and unprepared presentations, personal typology, professional typology, social aspect, man-woman view.

### Module V

Feedback – appreciation and critique, Paradigm of human cooperation – why there could be problems to start the communication and what to do with it – Defense against manipulation, how to say NO, stress management, Image and etiquette



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**References:-**

1. *Subtitle:* How to Present With Power in Any Situation

*Author:* Brian Tracy

2. *Subtitle:* Present Visual Stories That Transform Audiences

*Author:* Nancy Duarte

3. *Subtitle:* Empowering Organizations by Encouraging People

*Authors:* Gary Chapman and Paul White

(Name of Faculty)

Course Coordinator

Dr. Vikash  
Shukla

(Name of Faculty)

Dean Academics

Dr. Akhila

(Name of Faculty)

Director/Principle/Dean of  
Faculty/Department

Dr. Omwesh