

Presentations for Success

WRBS6211

Course Outline

Description: Public speaking is often cited as one of the top fears people have, but it doesn't have to be that way. With the right training, tips and practice, you can eliminate your fear and put any nervousness you do experience into positive energy. This course will provide you with step-by-step instructions and advice from preparation to delivery to assessment afterward so you have the skills and techniques to deliver presentations with confidence. For each presentation you deliver, will receive detailed feedback from your instructor and peers.

Course Goals:

- Improve overall comfort level doing presentations
- Learn how to effectively organize presentations

Course Objectives: At the completion of this course, the student will be able to:

- Plan and organize a variety of presentations
- Describe and understand the role body language and nonverbal communication in presentations
- Deliver impromptu and prepared presentations
- Analyze presentations performed by others

Attendance Requirements:

Students must miss no more than two classes to receive a completion for this course. A grade report can be printed from myWCS.

Code of Student Conduct

The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at Western University, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed, and set out the disciplinary procedures that the University will follow. For the complete Code of Student Conduct: <http://www.uwo.ca/univsec/pdf/board/code.pdf>

Course Schedule:

Week 1	Introductions / general housekeeping, review course outline Assess goals and expectations Overcoming your fears Audience analysis
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Please contact Continuing Studies if you require information in an alternate format, or if any arrangements can be made to ensure that this course is accessible to you. If you would like to provide feedback about accessibility-related issues that are specific to your experience with Continuing Studies, you may do so using our comment box (located in the entrance of the office) or you may contact Accessibility at Western (accessibility@uwo.ca or 519-661-2111, extension 85562); the feedback will be forwarded to the appropriate individual or area for follow-up.

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	Organizing a presentation In-class: Impromptu speech #1
Week 2	Managing presentation anxiety Gaining audience attention Non-verbal communication and body language Voice - tone, pitch, pacing, pausing and vocabulary skills The persuasive speech In-class: Impromptu speech #2,
Week 3	Presentations in business: skills and types of presentations The communication process 30-second elevator pitches The informative speech In-class: Impromptu speech #3 Homework: 2-minute informative presentation
Week 4	Logistics and planning Answering questions In-class: Impromptu speech #4 Homework: 4-minute persuasive presentation
Week 5	Memorizing vs reading presentations Timing In-class: Impromptu speech #5 Homework: 4-minute persuasive presentation
Week 6	Presentation technology Presentation aids In-class: Impromptu speech #6 Homework:
Week 7	Speeches, speechwriting Sample speeches In-class: Impromptu speech #7 Homework:
Week 8	Final individual 7-10 minute presentations Course wrap-up