

Course title	Business presentation workshop						ECTS code	14.03.5339				
							ECTS credits	5				
							max. students	35				
Name of unit administrating study	ITiHM	Field of study	Economics/MSG**		Field of specialisation	NONE;						
Teaching staff	Jacek Winiarski, Associate Professor											
Number of hours												
Lectures	0	Classes	0	Tutorials	30	Laboratory	0	Seminars	0	Language classes	0	
Forma aktywności						Year&Type of studies*	3 SS1,					
Hours with the participation of the academic teacher (including office hours, exams, others):						Semester:	5,					
Hours without the participation of the academic teacher (student's self-study, homeworks):						Type of course:	optional					
Total number of hours:						0	Language of instruction:	English				
Teaching form	blended learning											
Teaching methods	Discussion, questioning, Activating methods in training classes, E-learning, Lectures including multimodal presentations,											
Prerequisites (required courses and introductory requirements)												
Required courses	None.											
Introductory requirements	Basic writing skills, including grammar and mechanics computer skills, including the ability to create PowerPoint presentations, communicate via email, and use the Internet.											
Assessment method, forms and criteria												
Assessment method	Course completion (graded)											
Assessment criteria	<p>1. Exam is a multiple choice test (10 individual question for ever student). You are given one point for each correct answer. The points are translated into conventional grades using the following algorithm: 51-60% satisfactory (3), 61-70% satisfactory plus (3,5), 71-80% good (4), 82-90% good plus (4+), 91-100% very good (5).</p> <p>2. Individual presentation in front of the group on the agreed topic.</p> <p>The final grade is made up of the following components: 33,3% test, 33,3% presentation on contemporary psychology issues, 33,3 % active participation in debate.</p>											
Course objectives												
During this course, the following topics will be discussed: what is a current presentation and how you can improve your public speaking skills. Strategies for finding, organizing and developing a presentation as well as some techniques for confident presentation and long term improvement will also be presented.												
Learning outcomes												
Knowledge	MSG1_W01	The student has fundamental knowledge in the field related to presentation design in business										
	MSG1_W05	The student knows the basic knowledge of critical thinking, communication and self-presentation										
	MSG1_W11	The student knows how to increase self-confidence during presentations										
Verification of learning outcomes - Knowledge												
Outcomes	written exam	oral exam	test	essay/paper /portfolio	tasks/ homeworks	individual presentation	group presentation	classroom activities	classroom discussion	individual project	group project	
MSG1_W01						X	X	X	X		X	
MSG1_W05						X	X	X	X		X	

MSG1_W11						X	X	X	X		X
Skills	MSG1_U01	The student develops skills in preparing, conducting and assessing current presentations									
	E1_U01	The student is able to develop skills in developing, implementing and evaluating business presentations									
Verification of learning outcomes - Skills											
Outcomes	written exam	oral exam	test	essay/paper /portfolio	tasks/ homeworks	individual presentation	group presentation	classroom activities	classroom discussion	individual project	group project
MSG1_U01						X	X	X	X		X
E1_U01						X	X	X	X		X
Attitudes	E1_K01	The student is able to apply creative thinking in the preparation of public speaking in business									
	E1_K05	The student is able to work in order to prepare a public group speech									
Verification of learning outcomes - Attitudes											
Outcomes	written exam	oral exam	test	essay/paper /portfolio	tasks/ homeworks	individual presentation	group presentation	classroom activities	classroom discussion	individual project	group project
E1_K01						X	X	X	X		X
E1_K05						X	X	X	X		X
Course contents											
<p>1. Projection</p> <ul style="list-style-type: none"> <li>• Body language and voice</li> <li>• Voice - pace and projection</li> <li>• <i>Presentation, exercise in pairs, facilitated whole group discussion</i></li> </ul> <p>2. Posture</p> <ul style="list-style-type: none"> <li>• Body language and movement</li> <li>• How should we stand?</li> <li>• Gestures and body movement</li> <li>• Personal mannerisms</li> <li>• <i>Individual exercise, facilitator demonstration, facilitated group discussion</i></li> </ul> <p>3. Pace, projection and posture practice</p> <ul style="list-style-type: none"> <li>• Individual preparation</li> <li>• Using pace, projection and posture in our presentation</li> <li>• <i>Individual presentation, facilitated group feedback and coaching</i></li> </ul> <p>4. Preparation - key tips</p> <ul style="list-style-type: none"> <li>• Setting objectives</li> <li>• Making it interesting</li> <li>• Key messages</li> <li>• Visual aids</li> <li>• <i>Small group exercise, facilitated learning review, presentation tips</i></li> </ul> <p>5. Performance - Interaction and Control</p>											



- Interacting with the audience
- Maintaining control during the presentation
- Dealing with difficult audience behavior
- *Group discussion, presentation, pairs exercise*

6. Final presentation

- Preparation
- Individual work related presentation
- Individual presentation, facilitated group feedback and coaching
- *Action planning and reflection*

Recommended reading lists

Primary literature:

Berkun S., *Confessions of a Public Speaker*, O'Reilly Media, 2011

Donovan J., *How To Deliver A TED Talk: Secrets Of The World's Most Inspiring Presentations*, CreateSpace Publishing company, 2012

Supplementary literature:

Walters L., *Secrets of Successful Speakers: How You Can Motivate, Captivate, and Persuade*, McGraw-Hill, 1993

Contact

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\* SS1- undergraduate studies \* SS2 - graduate studies \* SDang - doctoral studies

\*\* MSG - International Economic Relations