



Sree Narayana Mangalam College Maliankara

(Affiliated to Mahatma Gandhi University, Kottayam)

CERTIFICATE COURSE SYLLABUS

Certificate Course in Presentation Skills

Duration: 30 Hours

Sree Narayana Mangalam College
Maliankara P.O, (Via) Moothakunnam,
Kerala, Pin - 683516

principalsnmc@gmail.com

0484-2483600

www.snmcollege.in

INTRODUCTION

English is a language of opportunities in the global world. Proficiency in English and excellent communication skills enhance students' employability. Keeping in view the increasing importance of English for career purposes, the department of English has designed its certificate courses. The Certificate Course titled "Certificate Course in Presentation Skills" is planned as 30 hours training programme offered by the Department of English. The students will be given training in the presentation skills to enrich the English proficiency of the learners. The faculty from the department will give the classes. Content and interactive videos to enhance linguistic competency of the learners will be provided by the faculty of the department. The students' progress will be monitored and recorded from time to time. The course aims to hone the ability of the students to make presentations in various settings.

Objectives of the Course

- To enhance the ability of the learners to make presentations.
- To make the students confident enough to present in English in various situations.
- To make the learners career ready.

Course Overview

- Familiarizes students with the presentation skills.
- Attempts to familiarize students with the structuring a presentation to develop their language ability.
- Introduces learners to various presentations
- Attempts to improve students' presentation skills .

Duration of the course: 30 Hours

Syllabus

Module1 – 5 Hours

- Preparatory session
- Soft Skills for Academic Presentations

Module 2 – 5 Hours

- Effective Communication Skills

Module 3 – 10 Hours

- Structuring the presentation
- PowerPoint Presentation
- Tips for effective presentation

Module 4 – 10 Hours

- Interview Skills
- Group Discussions

Assesment Method

Assignments

Tests

Suggested Reading

- English Language and Communication Skills by Sanjay Kumar and Pushp Lata
- Communication Skills in English by V. Sasikumar, P.Kiranmai Dutt and Geetha Rajeevan
- Critical Thinking, Academic Writing and Presentation Skills by Marilyn Anderson, Pramod K. Nayar and Madhucchanda Sen