

**SES's L.S. RAHEJA COLLEGE OF ARTS AND COMMERCE**  
**(AUTONOMOUS)**



**Syllabus of Presentation Skills under NEP 2020 vertical (SEC) with effect from 2024-25**

**Department of English (for Commerce programme)**

**HoD/Senior Person of the Department: Dr. Preeti Vaswani**

**Date of approval by the BoS: 23<sup>rd</sup> April 2024**

**Approved by the Academic Council: 29<sup>th</sup> April 2024**

**Ratified by the General Body: 6<sup>th</sup> May 2024**



Program: FYB.Com			Semester : I		
Course : Presentation Skills Academic Year: 2024-2025      Batch: 2024-2027			Code: UGBCOMISEC224		
Teaching Scheme			Evaluation Scheme		
Lectures	Practical	Tutorials	Credits	Internal Continuous Assessment (ICA) (weightage)	Term End Examinations (TEE) (weightage)
30	Nil	Nil	2	20 marks/40% of the total marks	30 marks/60% of the total marks

Particulars of ICA	%
Classroom participation/ Class tests / Assignment / Project / Quiz / Presentation / Viva-Voce, etc. (any 2)	40% = 10 + 10 = 20 marks

<b>Learning Objectives :</b>	<ol style="list-style-type: none"> <li>To help the learner acquire skills required for making presentations</li> <li>To train the learner in public speaking</li> <li>To enable the learner to create a power point presentation</li> </ol>
<b>Learning Outcomes :</b>	<ol style="list-style-type: none"> <li>The learner will be able to prepare presentations – speech and power point presentations.</li> <li>The learner will be able to deliver a talk before an audience.</li> <li>The learner will be able to present content with power point presentation.</li> </ol>
<b>Pedagogy:</b>	Lecture, Presentation, practical training in public speaking

**Detailed Syllabus: (per session plan)** } to be submitted along with Teaching

**Plan Session Outline For (name of the course)**

**Each lecture session would be of one hour duration (30 sessions).**

Module	Module Content	Module Wise Pedagogy Used (only pointers)	Module Wise Duration/ Lectures
I	General Presentation Skills: What is a Presentation, Preparing for a Presentation, Organizing the Material, Writing Your Presentation, Deciding the Presentation Method, Managing your Presentation Notes, Working with Visual Aids, Presenting	Lecture, Presentation, Classroom interaction,	15

	Data, Coping with Presentation Nerves, Dealing with Questions. Body Language.	demonstration	
II	Presenting your content: How to make a power point presentation, Public speaking.	Lecture, Presentation, Classroom interaction, demonstration, training	15

## REFERENCE BOOKS

1. Adair, John. Effective Communication. London: Pan Macmillan Ltd., 2003.
2. The Art of Communicating by Thich Nhat Hanh, Harper Collins Publishers LLC, 2013.
3. Sutapa Banerjee. Soft Skill: Business and Professional Communication: I. K. International Pvt Ltd, 2013
4. Business Communication, Rhoda A Doctor, Aspi H Doctor, Sheth Publishers, 2023
5. The Science of Effective Communication, Ian Tuhovsky, Rupa Publications, 2019.
6. Presentation Skills. Skills you need. <https://www.skillsyouneed.com/presentation-skills.html>

## QUESTION PAPER PATTERN

**Marks: 30**

**Duration: 1 hour**

**Semester 1:**

1. Paragraph answers (2X5=10 marks)
  2. Essay answer 1 out of 2 – 10 marks
  3. Design a PPT presentation from the passage given – 10 marks
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