

## EL204 English Presentations (for Economics Students)

### Course Description

This course focuses on practicing and delivering presentations in English in both academic and business settings. Students will learn how to create an introduction and how to state a purpose as well as an effective opening of a presentation. Students will practice using signposting, formality of language, useful expressions, and exploring visuals. Students will compose sound scripts and perform appropriate articulation, stress, and intonation. This course also emphasises basic presentation techniques such as focusing, softening, repetition, and handling questions.

### Course Objectives and Learning Outcomes

<b>Objective 1:</b> Students will be able to present in English professionally and efficiently
<b>Learning Outcome 1.1:</b> prepare a 2-3 minute presentation focusing on the interests of their audience <b>Learning Outcome 1.2:</b> present in English with logical ideas and explain the benefits of their talk to others in 2-3 minutes. <b>Learning Outcome 1.3:</b> present in English for 5-7 minutes using attractive and informative visual aids <b>Learning Outcome 1.4:</b> critically evaluate their presentations for continual improvement
<b>Objective 2:</b> Students will be able to use non-verbal gesture in presentation effectively
<b>Learning Outcome 2.1:</b> observe and respond to non-verbal cues during a 3-4 minute presentation <b>Learning Outcome 2.2:</b> control the speed, tone and volume of their voice to enhance clarity and impact <b>Learning Outcome 2.3:</b> use confident gesture, move with purpose, and connect through direct eye contact

### Course Materials

Online VDO clips on presentations

Model presentation language, evaluation forms, handouts for practicing presentation skills, additional materials provided by your instructor.

### Course Contents

Presentation language

Presentation techniques

Use of visual aids

### Course Evaluation

Assignments	Visuals	Length	Points
<b>Presentation 1:</b> Starting and ending a presentation (COLO 1.1)	X	2 minutes	10
<b>Presentation 2:</b> Organising ideas (COLO 1.2, 1.4, 2.1)	X	3 minutes	10
<b>Presentation 3:</b> Speaking Clearly (COLO 2.2, 1.4)	X	3 minutes	20
<b>Presentation 4:</b> Body Language (COLO 1.4, 2.2, 2.3)	X	3 minutes	20
<b>Presentation 5:</b> Using Visuals (COLO 1.3, 1.4)	/	3 minutes	20
<b>Presentation 6:</b> Group presentations   Answering Questions (COLO 1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3)	/	7 minutes	20
<b>TOTAL</b>			<b>100</b>

## Tentative Learning and Teaching Schedule

Week	Date	Contents/Activities
1		<b>Course Overview</b> Introduction and baseline survey on presentation
2		<b>Starting and ending a presentation</b> <ul style="list-style-type: none"> <li>- Students study from a VDO clip on how to start and end a presentation.</li> <li>- In class, students work together to learn how English is used in starting and editing a presentation (a worksheet is provided.)</li> <li>- Individually, students prepare a 2-minute presentation on Week 3.</li> </ul>
3		<b>Presentation 1</b> (Starting and Ending) (10%)
4		<b>Organising your ideas</b> <ul style="list-style-type: none"> <li>- Students study different types of including ideas (a worksheet is provided)</li> <li>- In pairs, students think of a logical idea of a topic provided by the instructor.</li> <li>- Individually, students prepare a 3-minute presentation on Week 5.</li> </ul>
5		<b>Presentation 2</b> (Organising ideas) (10%)
6		<b>Speaking clearly</b> <ul style="list-style-type: none"> <li>- In class, students work on a worksheet on how to pronounce words and sentences correctly.</li> <li>- Class activity: In pairs, students take turn saying a script and have their partner fill in missing words correctly.</li> <li>- Individually, students prepare a 3-minute presentation on Week 7</li> </ul>
7		<b>Presentation 3</b> (Speaking clearly) (20%)
MIDTERM EXAM BREAK		
8		<b>Body language</b> <ul style="list-style-type: none"> <li>- Students watch two VDO clips and judge which clip is more interesting</li> <li>- Students work in groups of 3 and practice gesture movement and eye contacts.</li> <li>- Individually, students prepare a 3-minute presentation on Week 9</li> </ul>
9		<b>Presentation 4</b> (Body language) (20%)
10		<b>Designing and using visuals</b> <ul style="list-style-type: none"> <li>- Students watch two VDO clips and judge which clip is more interesting</li> <li>- In groups of 3, students work together to plan how to add visual aids to a sample presentation script on economics.</li> <li>- In class, students take turns presenting their ideas.</li> <li>- Students evaluate their peers' presentation. Include how well or how to improve adding visual presentations.</li> </ul>
11		<b>Describing facts, statistics and graphs</b> <ul style="list-style-type: none"> <li>- Students watch a VDO clip on presentation with graphs and charts</li> <li>- In class, students learn how to describe graphs, statistics and graphs effectively (a worksheet is provided).</li> <li>- Individually, students prepare a 3-minute presentation using visual aids in Week 12</li> </ul>
12		<b>Presentation 5</b> (Visual aids) (20%)

Week	Date	Contents/Activities
13		<p><b>Advanced presentation techniques</b></p> <ul style="list-style-type: none"> <li>- Students watch two VDO clips and decide which one is more interesting.</li> <li>- Students practice pitching and using idioms in presentation (a worksheet is provided).</li> <li>- In pairs, students design a presentation and plan how to hedge the presentation as well as how to use idiomatic expressions in presentation.</li> </ul>
14		<p><b>Answering questions</b></p> <ul style="list-style-type: none"> <li>- In class, students are provided with thought-provoking questions on economics (a worksheet is provided).</li> <li>- Randomly, each student answers the questions.</li> <li>- In class, discuss how well the students answered the questions and how to improve them.</li> <li>- In groups of 3-4 members, prepare a 7-minute group presentation on an economic topic. Use some primary and secondary resources to support the topic.</li> </ul>
15		<p><b>Group presentation 6 (20%)</b></p>