



Techno English Presentation Skills

Description:

This course primarily focuses on presentation skills, with a secondary focus on job preparation. The major assignments are two formal oral presentations. During the course, students learn about the story, visual, and physical message of presentations in great detail, and prepare and perform practice presentations every day. Self-regulated learning will be encouraged throughout the course. This will involve numerous types of peer and self-assessment tasks, plus video-recording and self-assessing of formal presentations. Students can also work on their writing skills through a short self-assessment written assignment, and by writing a formal email.

In addition, students learn how to prepare for job interviews, and how to write an effective resume and cover letter, or SOP (Statement of Purpose). Skills acquired in the "Technical English Presentation Skills and Job Preparation" course can be transferred to any business, academic or social situation in the globalized world. Diligent students will be able to express their ideas in a more organized and coherent manner. Enthusiastic students should be prepared for a highly interactive course.

Objective:

The main objective in the course is for students to learn in considerable detail about presentation skills, and to be trained in techniques to help them master this increasingly essential academic and life skill. In addition to presentation skills, a significant portion of the course is dedicated to job preparation. Class time will be spent on training for job interviews, and students will do simulated interviews to prepare for future job interviews. Students are also expected to produce an English resume and job application cover letter. Alternatively, for students wishing to pursue further education, they can choose to write a graduate school application SOP instead of the cover letter. Students will learn and put into practice writing theory for business email writing, and basic paragraph and short essay writing.

A key objective is for all students to produce a portfolio consisting of each assignment at the end of the course. A completed portfolio will contain a formal email self-introduction, print-outs of the presentation visual aid files, a presentation self-reflection short essay, a resume, and a cover letter or SOP. In summary, the aims of the course are that students will develop their presenting ability, improve public speaking confidence, and acquire the knowledge to become presentation skills critics. Furthermore, students will be better prepared for post-university job searches or postgraduate applications.

Preparations: Technical English Presentation Skills and Job Preparation Workbook (Available on campus)

Schedule:

Week 1 Presentation skills theory & training: general presentation tips, presentation structure & organization, nonverbal communication (posture, gestures, eye contact, facial expressions, & positioning), introductions, transitions, conclusions, academic source-based supporting content (different forms of evidence), visual aids, numerous voice inflection techniques, and self, peer & professional presentation analysis/assessment. Daily practice presentations and the first formal presentation.

Week 2 Presentation skills theory & training: Q&A tips and training, impromptu speeches, continued training presentations, and the final formal presentation. Job preparation theory & training: theory and tips for answering interview questions, how to write a résumé, cover letter and SOP, and job interview practice. Simulated job interviews and a formal job interview test.