Presentation Skill

Course Content

- Preparation of presentation – 1st part – what, how, for whom, structure, principles and presentation technique, business presentation specifications, Report Writing, Developing Effective Presentation Skills.
- Oral Presentation: Principles of oral presentation, factors affecting presentation, sales presentation, training presentation, conducting surveys.
- Speeches to motivate, effective presentation skills. Slide Presentation: Craft your message, make a visual, Include proper content of presentation.
- Verbal communication – jawbreakers, argumentation, usable and unsuitable phrases Communication skills – listening, empathic reaction, how to question.
- Feedback – appreciation and critique.

Reference:

1. The Art of Public Speaking by Dale Carnegie
2. Presentation Skills for Success by Bishal Sarkar
3. The Presentation Secrets of Steve Jobs: How to Be Insanely Great in Front of Any Audience by Carmine Gallo
4. Perfect Presentation: All You Need to Get It Right First Time by Michael P. Brent