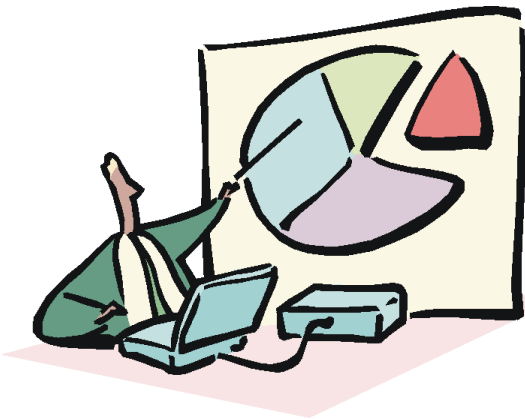




## English Language Programme

### Training: PRESENTING



**Audience.** The program is designed for all people who need to present their ideas before others either in written or oral form.

**Outline.** The students will learn how to choose effective expressions, plan and deliver great presentations and prepare professional visual materials before others both in orally and in writing.

**Learning process.** The course consists of 5 modules (1 lesson each). The program is an intensive training of presentation skills and it includes working on an effective presentation structure, correct opening and closing the presentation, dealing with visuals, numbers and statistics, working with questions. In addition, students will obtain knowledge on how to write effective speeches, what points to include and how to make their presentation appealing to their audience. At each lesson students receive a folder with all necessary materials for future reference.

**Group size:** 6 people.

**Course duration:** 5 lessons (10 academic hours).

**Price:** look [here](#) (in Russian)

### THE PROGRAMME

#### MODULE 1. PRESENTATION STRUCTURE. EFFECTIVE OPENINGS.

In this module students learn the structure of an effective presentation and how to apply it in practice. Further the discussion of methods for effective openings is offered and students create their own effective starts of the presentation. Students train their own presentation skills making the main effort on opening their presentation and making it interesting for the audience.

Module length – 1 lesson.

#### MODULE 2. ENGAGING THE AUDIENCE. USING VISUALS.

In this module students get knowledge on the ways to engage their audience into the presentation to make it more interactive. Different ways of involving people are discussed and trained. In addition students learn different types of visuals including charts, graphs and statistics and work out on how to present the information included into them. Students will practice their own presentations on a certain topic making it interactive and using visuals in it.

Module length – 1 lesson.



## English Language Programme

### **MODULE 3. CLOSING THE PRESENTATION. TYPES OF LEARNING.**

Here students will be able to learn effective methods of closing presentations. In addition they learn on the types of information perceiving by different people. Giving a presentation on a certain topic is included with a certain stress on training of its effective closing.

Module length – 1 lesson.

### **MODULE 4. HANDLING QUESTIONS.**

The ways of dealing with questions will be considered and students will receive an opportunity to train first simple handling questions from the audience. Practice of delivering a presentation with a question session is included.

Module length – 1 lesson.

### **MODULE 5. SUMMARY. GOLDEN RULES OF THE PRESENTATION.**

In this module students practice everything they learnt about presentations. They also watch successful presentations and analyse them. In addition, golden rules of presentation are presented.

Module length – 1 lesson.

Good luck!

A stylized signature or logo, possibly 'A²', written in a bold, black, handwritten style.