

ANDHRA CHRISTIAN COLLEGE :: GUNTUR
(Day, Evening & P.G.)
NOTICE

Date : 03.08.2018

All the Previous year students of M.A. English are hereby informed to submit their names for the Certificate Course on "**Presentation Skills**" for the academic year 2018-19 to the H.O.D, Department of English on or before 30.08.2018. The Course will commence from 30.08.2018. The duration of the course is 30 days.

K.E. Jeevan Jyothi

H.O.D.

Dept of English (P.G.)

K.E. JEEVAN JYOTHI

M.A., M.Phil

Copy to:

HEAD, P.G. Dept. of English

**ANDHRA CHRISTIAN COLLEGE
GUNTUR.**

1. The Co-ordinator, IQAC, Andhra Christian College.
2. The Office Manager, Andhra Christian College.

PRINCIPAL

[Signature]
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ANDHRA CHRISTIAN COLLEGE,GUNTUR,ANDHRA PRADESH

P. G.Department of English.

**Certificate Course on PRESENTATION SKILLS
2018-2019**

Course overview

Strong presentation skills can advance a career , poor speaking skills can ground a rising star .No matter how good or important a message is , if it's not delivered in an interesting and effective way, Chances are it won't be heard .

During this hands-on workshop,participants will learn how to conquer the podium and deliver presentations that get results.

Program Objectives

- 1.Identity the essential components of a presentation
- 2.Create an introduction , transition and conclusion
- 3.Use the SEATS model to analyze an audience and shape a presentation focus
- 4.Find the key
- 5.Choose a presentation frame work
- 6.Differentiate need to know and nice to know information
- 7.Identity best practises for creating slides

Aims

This presentation skills workshop will

1. Prepare participants to speak with greater control and charisma in front of others
2. Suggest a ,methodology for choosing the right amount of information to share with different audience groups
3. Share best practices for organizing content
4. Suggest strategies for engaging content
5. Provide tip for preparing for and managing question and answer sessions

Course Syllabus

Component-I What makes a good presentation

Component-II Presenting your message

Component-III Presenting yourself

Component IV Visual Aids

Component V Art of Public Speaking

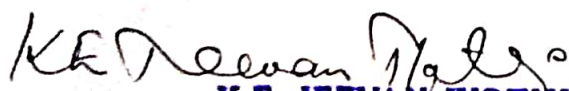
K.E. Jeevan Jyothi

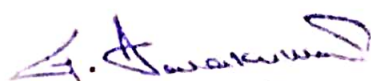
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COURSE SCHEDULE
PRESENTATION SKILLS

Total Hours: 30 Hrs

Sl.No	TOPIC	Hours
1	Examples of Different Types of Presentation	5 hrs
2	Define Your Goal	5 hrs
3	Know Your Audience	5 hrs
4	Plan Visuals	5hrs
5	Practice Presentation	5 hrs
6	Making It Interactive and Engaging	5 hrs


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P.G. Department of English

Certificate Course on Presentation Skills

Marks Register 2018-2019

Roll.No	Student Name	Max.Marks 50	Marks Obtained	Remarks
731	Prasanna Kumar .D	50	43	-
732	Shobha Rani .B	50	45	-
733	Sharon Roja .T	50	44	-
734	Karuna Babu .H	50	45	-
735	Sri Lakshmi ch.	50	42	-
736	Subha Sri .B	50	40	-
737	Saritha K. A.	50	41	-
738	Narendra .D	50	40	-
739	Joseph M.	50	45	-
740	Veeranjaneypulu.v	50	40	-
741	Suseela B.	50	45	-
742	Vatsalya .K	50	43	-
743	Spandana .U	50	42	-
744	A. Chaitanya .H	50	40	-

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G. Anandam
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ANDHRA CHRISTIAN COLLEGE
P.G. Department of English
Certificate Course : Presentation Skills

Attendance Register

OCTOBER.

SEP. 2018-2019

AUGUST

Roll NO	Student Name	30	31	5	6	10	12	14	16	18	20	22	24	26	28	3	4	5	6	7	10	11	12	13	15	20	22	23	24	25	26
731	Kumar D Prasanna	X	a	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X
732	Shobha Rani	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	a
733	Sharon Riga	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	a
734	Karuna Babu	X	a	X	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X	a
735	Dr. Lakshmi	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
736	Subha Sri	X	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a
737	Saritha X	X	a	X	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
738	Narendra B	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a
739	Joseph M	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
740	Neerajanya	X	X	a	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a
741	Sureela	X	X	a	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
742	Vadhalyn	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a
743	Pandana	X	X	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
744	Achanta	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a
Incharge staff	K.E. S. Datta	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

K.E. S. Datta
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PRESENTATION SKILLS

Certificate Course Examination

2018-2019

Time : 2Hrs

Max.Marks:50 m

Section-A (2x 5=10)

- 1.What are the 7 Presentation Skills
- 2.What are the 5 P's of Presentation Skills.

Section-B(4 x10=40)

- 1.What are the five steps of Presentation Skills?
- 2.How do you prepare a Presentation?
- 3.Describe how you would use a Presentation to impress a new client?
- 4.How do you pull a bored audience back in?

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SEP. 2018-2019

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732	Shobha Rani	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X
733	Sharon Riga	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X
734	Karuna Babu	X	a	X	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X
735	Bo. Lakshmi	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
736	Bubha Sri	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
737	Saritha	X	a	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
738	Narendra B	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
739	Joseph M	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
740	Neeranjana	X	X	a	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
741	Suseela	X	X	a	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
742	Vatsalga	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
743	Pandana	X	X	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
744	Acharya	X	X	a	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Incharge	K. G. Tyoti	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

staff

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A. J. Jeevan Jothi
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"Ye shall know the Truth and the Truth shall set you free"

Andhra Christian College::Guntur

(Day, II Shift & P. G.)
Accredited with A-grade by NAAC



Estd. 1885

CERTIFICATE

This is to certify that Mr. / Ms. B. SHOBHA RANI,

Class M.A. (Pw), Regd. No. 732 has participated and successfully completed Certificate Course in *Presentation Skills* conducted by the P. G. Department of English from 30-08-2018 to 26-10-2018 and obtained Grade 'A'.

KE Jeevan Jyothi

KE. JEEVAN JYOTHI
M.A., M.Phil

AD, P.G. Dept. of English
ANDHRA CHRISTIAN COLLEGE
GUNTUR

Principal

A. Sankar
PRINCIPAL

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Estd. 1885

CERTIFICATE

This is to certify that Mr. / Ms. R. SUSEELA,

Class M.A. (Pre), Regd. No. 741 has participated and successfully completed Certificate Course in Presentation Skills conducted by the P. G. Department of English from 30-08-2018 to 26-10-2018 and obtained Grade 'A'.

KE Numan Nyls

COORDINATOR

M.A., M.Phil

HEAD, P.G. Dept. of English

ANDHRA CHRISTIAN COLLEGE

GUNTUR.

Principal

G. Anurag Kumar

PRINCIPAL

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