

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

Copy to:

- M.A., M.Phil**
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

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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

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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	Veeranjaneyulu.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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GUNTUR

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 Prasad	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	X			
732	Shobha Ravi	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	X	a		
733	Sharon Bija	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	X	a		
734	Karuna Babu	X	a	X	X	X	X	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		
735	Sr. Lakshmi	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	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	X	X	X	a	
737	Sari Thea 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	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	X	X	a	
739	Joseph P	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	X	X	X	
740	Neeranjana	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	X	X	a	
741	Suseela	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	X	X	X	X	
742	Vadikalp	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	X	X	a	
743	Spandana	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	X	X	X	
744	A-chantanya	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	X	X	X	X	a
Incharge	K.E.S. Tytla	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	X	X	X	X

Staff
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A. Srinivasulu
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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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