

STUDY GUIDE

ENGLISH FOR EFFECTIVE PRESENTATIONS 26-27 S2

Organised by

Polytechnic Institute of Viseu

1. IDENTIFYING DATA.		
• Course Name.	<i>English for Effective Presentations 26-27 S2</i>	
• Coordinating University.	<i>IPV (Polytechnic Institute of Viseu)</i>	
• Partner Universities Involved.	<i>N/A</i>	
• Course Field(s).	<i>Languages</i>	
• Related Study Programme.	<i>N/A</i>	
• ISCED Code.	<i>01 – Education 02 – Arts and humanities</i>	
• SDG.	<i>Goal 4- Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all</i>	
• Study Level.	<i>Bachelor (B) Master(M)</i>	
• EUNICE Key Competencies	<ul style="list-style-type: none"> • Green – strongly • Orange - moderately • Red – partially • Blank cell - not at all 	
	<i>Problem solving</i>	
	<i>Teamworking</i>	
	<i>Communication</i>	
	<i>Self-management</i>	
	<i>Cognitive flexibility</i>	
	<i>Digital competence</i>	
	<i>Technical competence</i>	
	<i>Global intercultural competence</i>	

• Number of ECTS credits allocated.	2
• Mode of Delivery.	Online live
• Language of Instruction.	English
• Course Dates.	2nd Semester / Spring Semester
• Precise Schedule of the Lectures.	Tuesdays 11h-13h (CET) From February to April (dates/months may vary, depending on the academic calendar) 5 synchronous sessions (2h each - total 10h) 14th, 28th february, 14th, 28th march, 11th april (dates/months may vary, depending on the academic calendar) 18h asynchronous
• Key Words.	Effective Presentations; English; Formal Presentations
• Catchy Phrase.	Speak with Confidence, Present with Impact: Harness the Power of Presentations for effective presentations!

• Prerequisites and co-requisites.	English language: B Intermediate level_ B2
• Number of EUNICE students that can attend the Course.	18 (2 per partner university)
Number of EUNICE students that can attend the course per institution	18 spots. If more students of one institution are interested and there are no candidates from other institutions, those spots can be filled by other partner institution students.
• Course inscription procedure(s).	Eunice Application Portal

2. CONTACT DETAILS.

• Department.	School of Technology and Management of Lamego
• Name of Lecturer.	Isabel Maria Soares Pinto Oliveira Anabela Fernandes Guedes
• E-mail.	ioliveira@estgl.ipv.pt aguedes@estgl.ipv.pt
• Other Lecturers.	N/A

3. COURSE CONTENT.

In today's global world, increasingly, there is the need to communicate information in English to an international audience. It is important to be able to communicate formally in English, in a way which is clear, well-structured, and persuasive. Making effective presentations in English has become an invaluable skill. The course English for Effective Presentations purposes is intended for students and professionals who need to present information in English and wish to do so more effectively and convincingly.

4. LEARNING OUTCOMES.

- *To provide the skills and techniques necessary to prepare and deliver effective presentations.*
- *To plan and deliver a persuasive presentation.*
- *To structure participants' own presentations with real examples and tips.*
- *To understand how audiences listen and respond to presentations.*
- *To follow prompts that help participants reflect, evaluate, and learn from experience.*

5. OBJECTIVES.

The English for Effective Presentations course is designed to present students to techniques used to create and deliver effective presentations to different types of audiences.

Participants are given the opportunity to explore and practice presentation techniques throughout the course and gain perception into producing effective presentations at each stage of the presentation development process.

Participants are given the opportunity to practice, apply, and develop presentation skills through the completion of hands-on tasks and exercises found throughout each unit.

6. COURSE ORGANISATION.

UNITS

1.	<i>Lesson 1: General Introduction to Effective Presentations</i>
2.	<i>Lesson 2: Planning and Setting Objectives; Knowing Your Audience and Environment; Doing the Research; Time Management Tips; Presentation Preparation Checklist</i>
3.	<i>Lesson 3: Visualizing and Creating Structure; Effective Openings, Closings, and Transitions; Using Presentation Aids Effectively</i>
4.	<i>Lesson 4: Using Language Effectively; Adding Dimension and Personality; Training for Success; Overcoming Fear and Nervousness</i>
5.	<i>Lesson 5: Tips for Effective Delivery; Capturing and Maintaining Listeners' Attention; Managing Questions and Objectives; Conclusion and Wrap-Up</i>

LEARNING RESOURCES AND TOOLS.

All the materials needed for the course will be provided to the student by the trainers (videos, worksheets,...). Moodle, Zoom, Microsoft teams, etc.

PLANNED LEARNING ACTIVITIES AND TEACHING METHODS.

Presentations
Videos
Tutorials

7. ASSESSMENT METHODS, CRITERIA AND PERIOD.

Develop and deliver individual activities related to effective presentations throughout the course. Participants will be asked to individually prepare and deliver one final Presentation in video format.

Course Assessment (Total: 20 points)

1. Assessment Video – 60%
2. Attendance & Participation – 40% (Each session is assessed individually)

OBSERVATIONS.

Synchronous sessions guidelines:

- Students are expected to **keep their camera switched on during synchronous sessions**, as active participation and oral communication are essential components of this course.
- Students may keep their camera switched off **only in exceptional and duly justified circumstances**, which should be communicated to the instructor in advance whenever possible.
- Students who are authorised not to use the camera **must actively respond to the questions asked during the session**; failure to do so will result in a **zero mark for the assessment of that session**.
- Failure to comply with the camera requirement **without valid justification** may negatively affect the **participation and engagement assessment**.

Assessment video guidelines:

- **Audio-only recordings are not accepted**; assignments must be submitted **exclusively in video format**.
- Videos must be submitted using the **Moodle platform**.

8. BIBLIOGRAPHY AND TEACHING MATERIALS.

COMFORT, Jeremy (2000). *Effective Presentations – Oxford Business English Series*. Oxford University Press

GRUSSENDORF, M (2007). *English for Presentations - Oxford Business English Express Series*. Oxford University Press

LAWS, Anne (2000). *Presentations*. Summertown Publishing

MACKENZIE, I. (2002). *English for Business Studies Student's book: A Course for Business Studies and Economics Students*. Cambridge University Press.

MASCULL, B. (2002). *Business Vocabulary in Use*. Cambridge University Press

MAUTNER, G., Rainer, F. (2017). *Handbook of Business Communication: Linguistic Approaches*. De Gruyter Mouton. <https://doi.org/10.1515/9781614514862>

REDMAN, S. (2005). *English vocabulary in use: pre-intermediate & intermediate*. Cambridge University Press

SEELY, John (2005). *Oxford Guide to Effective Writing and Speaking*. Oxford University Press
SWEENEY, S. (2003). *English for Business Communication*. Cambridge University Press