

Oral Presentation Course Syllabus

Course Description & Objectives:

This class is designed to give you training and experience in delivering effective oral presentations in various academic settings. It is intended for students who have little or no experience giving formal presentations in English. In addition to focusing on the content, structure and delivery of oral presentations, we will highlight certain aspects of public speaking, including pronunciation, volume, intonation and gestures, to help improve your overall presentation skills.

Successful participation in this course will result in:

- Practice analyzing the structure, content and delivery of different types of oral presentations.
- Experience planning, organizing, and delivering oral presentations.
- Improved awareness of your verbal and non-verbal communication skills.
- Strategies and techniques for designing effective PowerPoint presentations.
- Strategies and techniques for handling audience questions and comments
- A video archive of your presentations with instructor feedback
- Exposure to useful resources available for ongoing self-improvement.

Course Requirements:

In order to receive a passing grade of "S" a student must:

- Attend at least 90% of the required classes.
- Must actively participate in class.
- Must successfully complete all 7 presentations in class.
- Must write up and submit a brief reflection on the first 5 presentations.

NOTE: If for any reason you are unable to attend on the day of the scheduled presentation, you will be expected to give the presentation in the following class period.

Materials:

No textbook is required for this course, handouts or electronic resources will be provided.

Students with Documented Disabilities: Students who may need an academic accommodation based on the impact of a disability must initiate the request with the Office of Accessible Education (OAE). Professional staff will evaluate the request with required documentation, recommend reasonable accommodations, and prepare an Accommodation Letter for faculty dated in the current quarter in which the request is being made. Students should contact the OAE as soon as possible since timely notice is needed to coordinate accommodations. The OAE is located at 563 Salvatierra Walk (phone: 723-1066, URL: <http://studentaffairs.stanford.edu/oae>).