

Course description

Course abbreviation:	KAA/BPREZ	Page:	1 / 3
Course name:	Presentation Skills		
Academic Year:	2024/2025	Printed:	30.05.2024 17:52

Department/Unit /	KAA / BPREZ			Academic Year	2024/2025
Title	Presentation Skills			Type of completion	Course-credit
Accredited/Credits	Yes, 3 Cred.			Type of completion	
Number of hours	Seminar 2 [HRS/WEEK]				
Occ/max	Status A	Status B	Status C	Course credit prior to	NO
Summer semester	0 / -	0 / -	0 / -	Counted into average	NO
Winter semester	2 / 82	0 / 3	1 / 4	Min. (B+C) students	not determined
Timetable	Yes			Repeated registration	NO
Language of instruction	English			Semester taught	Winter semester
Optional course	Yes			Internship duration	0
Evaluation scale	S\N				
No. of hours of on-premise					
Auto acc. of credit	No				
Periodicity	K				
Substituted course	KAA/PREZ				
Preclusive courses	N/A				
Prerequisite courses	N/A				
Informally recommended courses	N/A				
Courses depending on this Course	N/A				

Course objectives:

The objective of the course is evolvement of presentation skills not only as an essential component of teacher's professional competence, but also as essential for presentations in general.

Requirements on student

Active participation in seminars, peer evaluation, miniprojects, oral exercises.
Being prepared to present the relevant part of the 'dummy presentation' in each class.
Final formal presentation with the use of presentation techniques according to given criteria (about 15 min.) - done individually or in pairs.

Content

Presentation as a part of communication.
Elements and organization of presentation: content, organization, verbal/non-verbal communication, visual aspects, overall impression, aim, target audience, coordination of form and content, time management.
Enhancing presentation impact, concept and originality.
Elements of communication in international setting; intercultural communication.
Purpose and forms of communication, purpose of presentation; audience profile; data collection and analysis, research.
Visual/Audiovisual support. Power Point presentations.

Prerequisites - other information about course preconditions

Competences acquired

This subject develops the skills of data collection and analysis as well as preparation of the presentation considering all the relevant aspects and consecutively the presentation itself. Students will focus on aspects of quality presentation - identification of

presentation type, target audience, visual/audiovisual support, coordination of content and form of the performance, verbal/non-verbal communication, etc. Course is held in English language with attention given to the development of communicative competence together with practical presentation skills

Fields of study

Guarantors and lecturers

- **Guarantors:** Mgr. Kateřina Mazurová
- **Seminar lecturer:** Mgr. Kateřina Mazurová (100%)

Literature

- **Basic:** *Vybrané kapitoly související s probíranou látkou..*
- **Further literature:** Hofstede, G. *Cultures and Organizations. Software of the Mind..* McGraw-Hill, 1997.
- **Recommended:** Comfort, J. *Effective Presentations.* OUP.
- **Recommended:** Mikuláščík, M. *Komunikační dovednosti v praxi.* Praha: Grada, 2003.
- **Recommended:** Hindel, T. *Making Presentations.* Dorling Kindersley Ltd, 1998.
- **Recommended:** Tierney, E. *101 Ways to Better Presentations.* Kogan Page Ltd, 1999.

Teaching methods

Monologic (reading, lecture, briefing)
 Dialogic (discussion, interview, brainstorming)
 Methods of individual activities
 Monitoring
 Demonstration
 Skills training
 Graphic and art activities
 Stimulating activities (simulation, games, drama)

Assessment methods

Home assignment evaluation
 Student performance assessment
 Oral performance analysis
 Work-related product analysis
 Creative work analysis
 Systematic monitoring

Course is included in study programmes:

Study Programme	Type of	Form of	Branch	Stage	St. plan v.	Year	Block	Status	R.year	R.
English Language	Bachelor	Full-time	English for Business	1	2024	2024	Compulsory Courses	A	1	ZS
English Language	Bachelor	Full-time	English for Business	1	2019	2024	Compulsory Courses	A	1	ZS
English Language	Bachelor	Full-time	English for Business	1	2023	2024	Compulsory Courses	A	1	ZS
English Language	Bachelor	Full-time	English for Business	1	2022	2024	Compulsory Courses	A	1	ZS
English Language	Bachelor	Full-time	English for Business	1	2020	2024	Compulsory Courses	A	1	ZS
English Language	Bachelor	Full-time	English for Business	1	2021	2024	Compulsory Courses	A	1	ZS

Study Programme	Type of	Form of	Branch	Stage	St. plan v.	Year	Block	Status	R.year	R.
English Language	Bachelor	Full-time	English for Education	1	2020	2024	Compulsory Courses	A	1	ZS
English Language	Bachelor	Full-time	English for Education	1	2023	2024	Compulsory Courses	A	1	ZS
English Language	Bachelor	Full-time	English for Education	1	2024	2024	Compulsory Courses	A	1	ZS
English Language	Bachelor	Full-time	English for Education	1	2022	2024	Compulsory Courses	A	1	ZS
English Language	Bachelor	Full-time	English for Education	1	2021	2024	Compulsory Courses	A	1	ZS
English Language	Bachelor	Full-time	English for Education	1	2019	2024	Compulsory Courses	A	1	ZS
German for Business	Bachelor	Full-time	German for Business - English Language	1	2021	2024	Compulsory Options	B	1	ZS
German for Business	Bachelor	Full-time	German for Business - English Language	1	2020	2024	Compulsory Options	B	1	ZS
Philosophy	Bachelor	Full-time	Philosophy - English Language	1	2021	2024	Compulsory Options	B	1	ZS
Philosophy	Bachelor	Full-time	Philosophy - English Language	1	2024	2024	Compulsory Options	B	1	ZS
Philosophy	Bachelor	Full-time	Philosophy - English Language	1	2023	2024	Compulsory Options	B	1	ZS
Religious Studies	Bachelor	Full-time	Religious Studies - English Language	1	2024	2024	Compulsory Options	B	1	ZS
Religious Studies	Bachelor	Full-time	Religious Studies - English Language	1	2023	2024	Compulsory Options	B	1	ZS
Religious Studies	Bachelor	Full-time	Religious Studies - English Language	1	2021	2024	Compulsory Options	B	1	ZS