SciencesPo

LEVEL B1-B2

HYBRID Course

PRESENTATION SKILLS IN ENGLISH

ONLINE

IN-CLASS

DURATION: One Week | 6 days

STUDY: 6H Online I 6H In-Class

Course Overview

Course Outcomes	Course Content	Course Assessment
Create a contents page	Online videos	30% formative assessment (mid-course period)
Open and close presentation	Online articles / texts	70% summative assessment (end-of-course period)
Use signposting language	PowerPoint slides	
Draft and finalise a script	Activity worksheets	
Stage and sequence presentation	Grade descriptors	
Summarise and paraphrase information		
Use non-verbal language		

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MONDAY

SESSION

01

16:00-17:00

ANALYSING FEATURES OF A PRESENTATION

Watch a video on positive and negative presentations.

Complete the corresponding worksheet.

Post on the discussion forum responses to the video.

Discuss on BB Collaborate the main features of a presentation, and how to plan effectively.

17:30-18:30

PLANNING AN OUTLINE OF A PRESENTATION

Plan a brief outline of a presentation:

- **A.** topic & title
- **B.** contents page
- **C.** sequence and stages

WORKSHOP: questions and issues.

LEARNING OUTCOMES

Understand and apply the principles of planning a presentation.

Produce a brief presentation outline that is staged and sequenced.

TUESDAY

SESSION

02

16:00-17:00

IDENTIFYING THE LANGUAGE OF PRESENTATIONS

Watch a video of an authentic presentation. Take notes on the language used to:

- **A.** open and close the presentation.
- **B.** indicate changes of direction.

Post notes on discussion forum and compare with your peer group.

Discuss on BB Collaborate the effectiveness of the presentation in key areas A.& B.

17:30-18:30

DRAFTING A SCRIPT FOR A PRESENTATION

Draft a script for a 5-minute presentation. Include language focused on in the on-line session.

WORKSHOP: questions and issues.

LEARNING OUTCOMES

Recognise and understand language used to open, change direction, and close a presentation.

Draft a basic script, and contextualise language used to open, change direction and close a presentation.

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WEDNESDAY

SESSION
03
—
FORMATIVE ASSESSMENT

16:00-17:00

FINALISING A SCRIPT

Using the draft from session 02, write a clearly sequenced 5-minute presentation script. Reflect on:
- **A.** what you think you have done well.
- **B.** what you think you could improve.

*Make notes for when you receive peer-group feedback.
Post the presentation script on the discussion forum.

17:30-18:30

PEER GROUP ASSESSMENT & FEEDBACK

Use the grade descriptors to assess three presentation scripts from your peer-group.

Give feedback on BB Collaborate.

*FINAL GRADE GIVEN BY TEACHER

LEARNING OUTCOMES

Produce a clearly sequenced 5-minute presentation script with effective use of language to open, change direction and close a presentation.

Understand grade descriptors to become familiar with requirements to achieve each grade.

THURSDAY

SESSION
04

16:00-17:00

SUMMARISING & PARAPHRASING KEY INFORMATION

Read a text on techniques for summarising and paraphrasing key info.

Carry out tasks focused on summarising and paraphrasing a text.

Post summaries and paraphrases on the discussion forum. Comment on peer-group's performance.

Discuss on BB Collaborate how strategies helped during the tasks.

17:30-18:30

SUMMARISING & PARAPHRASING TECHNIQUES

Use techniques to summarise and paraphrase key info for your presentation.

WORKSHOP: questions and issues.

HOMEWORK: Write a 10-minute presentation on PowerPoint.

LEARNING OUTCOMES

Apply techniques to summarise and paraphrase key info.

Produce key information for final presentation.

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FRIDAY

SESSION 05

16:00-17:00

USING NON-VERBAL LANGUAGE 1

Read the PowerPoint presentation on how to use non-verbal language in presentations.

Complete the corresponding worksheet.

Post on the discussion forum your ideas on the PowerPoint presentation.

Discuss on BB Collaborate how non-verbal language can make a presentation more impactful.

17:30-18:30

USING NON-VERBAL LANGUAGE 2

Using specific elements of your presentation, roleplay using non-verbal language with your peer-group.

Give feedback on your peer group's performance.

WORKSHOP: questions and issues.

LEARNING OUTCOMES

Improvement and confidence in using non-verbal language to engage and stimulate audience.

SATURDAY

SESSION 06

SUMMATIVE ASSESSMENT

10:00-11:00

DELIVERING THE FINAL PRESENTATION

GROUP 01

Deliver a live 10-minute presentation using PowerPoint slides and associated content.

Assess peer group's presentations using grade descriptors. Discuss results.

*FINAL GRADE GIVEN BY TEACHER

11:30-12:30

DELIVERING THE FINAL PRESENTATION

GROUP 02

Deliver a live 10-minute presentation using PowerPoint slides and associated content.

Assess peer group's presentations using grade descriptors. Discuss results.

*FINAL GRADE GIVEN BY TEACHER

LEARNING OUTCOMES

Produce and present a 10-minute presentation using the full combination of skills learned during the course.