

Information sheet for the course Techniques of Presentation

University: <i>Alexander Dubček University of Trenčín</i>	
Faculty: <i>Department of Political Science</i>	
Course unit code: <i>PLTV7</i>	Course unit title: <i>Techniques of Presentation</i>
Type of course unit: <i>optional</i>	
Planned types, learning activities and teaching methods: <i>Seminar: 2 hours weekly/24 hours per semester; face to face</i>	
Number of credits: <i>2</i>	
Recommended semester: <i>the 2nd semester in the 1st year (full-time)</i> <i>the 2nd semester in the 1st year (part-time)</i>	
Degree of study: <i>I. (bachelor)</i>	
Course prerequisites: <i>none</i>	
Assessment methods: <i>Active participation in seminars (individual preparation for discussions according to the lecturer's instructions and get involved in discussions), continuous short presentations of actual events and final presentation. Continuous assessment: active participation (maximum two absences) and short presentation (20% of points). Final assessment: 80% of points.</i>	
Learning outcomes of the course unit: <i>Students have theoretical basics of presentation techniques and their use in practice. They are able to prepare various types of presentations, define the aims correctly, select the needed materials adequately and choose the most appropriate audiovisual techniques as well as to communicate effectively and present the given information.</i>	
Course contents: <i>1. Culture and communication, communication models, rhetoric. 2. Forms of communication, oral and written information, presentation and types of presentations. 3. Strategic concept. Planning, orientation on target group, logistics. Time organization. Phases and structure of presentation. 4. Preparation phase: collecting of materials, their selection and choice of communication channel. 5. Definition of main aim and partial aims, organization of materials, writing of presentation. 6. Structure of presentation, content, selection of language tools, extent, barriers in communication. 7. Visual concept, using of audiovisual and technical tools correctly. 8. Theory of understanding, text and comprehensibility, convincing argumentation, summary, rhetorical questions. 9. Performing, controlling of nervousness, esthetic framework: appearance, bad habits. Using of nonverbal communication. Practice of presentation and general rehearsal. 10. Self-motivation. Techniques of breathing, speaking, voice capacity, managing of audience. 11. Leading of discussion, assertiveness, answer the questions, effective conclusion. 12. Presentation of students' own works. Discussion and self-evaluation. 13. Students' presentations and evaluation.</i>	

Recommended or required reading:

KABÁTEK, A., LOŠŤÁKOVÁ, O.: *Obchodní a manžerská prezentace*. Praha : Grada Publishing, 2010.

HIERHOLD, E.: *Rétorika a prezentace*. Praha : Grada Publishing, 2008.

HINDLE, T.: *Základy manažmentu. Úspešná prezentácia*. Bratislava : vydavateľstvo Slovart, 2001.

WIEKE, T.: *Rétorika v praxi. Příručka moderního člověka*. Praha : REBO Production, 2005.

Language: Slovak language

Remarks: *The course is optional. The course is provided only in the case it is chosen by at least 16 students.*

Evaluation history:

A	B	C	D	E	FX
0	0	0	0	0	0

Lecturer:

PhDr. Elena Delgadová, PhD.

Last modification: *January 31, 2014*

Supervisor:

doc. PhDr. PaedDr. Karol Janas, PhD., guarantor of Political Science study program.