



SAMRAT ASHOK TECHNOLOGICAL INSTITUTE
(Engineering College), VIDISHA M.P.
(An Autonomous Institute Affiliated to RGPV Bhopal)

Department of Humanities

Semester/Year		III/IV	Program		B.Tech.				
Subject Category	Hum	Subject Code:	HUL-101	Subject Name:	Interactive Presentation Skills				
Maximum Marks Allotted							Contact Hours		Total Credits
Theory				Practical		Total Marks			
End-Sem	Mid-Sem	Quiz	Assignment	-	-		L	T	P
-	-	20	30	-	-	50	-	-	2

Prerequisites:

Improve your personality with self-awareness, confidence, and continuous development. Manage time well and enhance social skills through networking. For interactive presentations, tailor content to the audience, practice thoroughly, use multimedia, and seek feedback for ongoing improvement.

Course Objective:

1. Students will develop self-awareness and confidence through practical exercises and self-reflection activities.
2. Students will enhance their verbal and non-verbal communication skills to effectively express their ideas.
3. Students will build social and networking skills to form and maintain professional relationships.
4. Students will master the art of tailoring presentation content to specific audiences for maximum engagement.
5. Students will practice and refine their presentation delivery, including the use of multimedia tools and strong body language.

Course Outcomes:

After completion of the course student will be able to

CO1	Communicate effectively with enhanced verbal and non-verbal skills.
CO2	Express themselves confidently and clearly in various professional contexts.
CO3	Approach real-life situations and interviews with confidence and competence.
CO4	Understand and apply the basic principles of effective presentation and interpersonal skills.
CO5	Deliver engaging and well-structured presentations, incorporating multimedia and strong body language techniques

UNITs	Descriptions	Hr s.	CO's
I	Etiquette Training: Professional Etiquettes, Basic Social Manners, Grooming, Dining Etiquettes.	6	1
II	Body Language: Eye Contact, Posture, Gesture, Proxemics.	5	2
III	Public Speaking: Speech Preparation, Preparing Notes, Understanding your Audience, Role of Humour in Persuasive Speaking	4	3
IV	MS WORD: Creating, editing, saving and printing text documents. Font and paragraph formatting, Simple character formatting, Inserting tables, smart art, page breaks, Using lists and styles, Working with images, Using spelling and grammar check. MS EXCEL: Spreadsheet basics, Creating, editing, saving and printing	5	4

Signature

	spreadsheets, Working with functions and formulas. Modifying work sheets with color and auto formats, Graphically representing data: Charts & Graphs, Speeding data entry: Using Data Forms, Analyzing Data: Data menu, subtotal, filtering data, Formatting Worksheets.		
V	MS POWER POINT: Creating basic presentations, Applying Slide Layouts, Insert and format text, shapes and images, Insert tables, charts, SmartArt and medias, Apply transitions and Animations, Converting ppt files, USING THEMES: Applying Themes, Customizing Themes, Formatting the Slide Background, Inserting Actions.	4	5
Guest Lectures (if any)			
Total Hours		24	
Text Book-			
<ol style="list-style-type: none"> 1. The Art of Public Speaking by Dale Carnegie and Joseph B. Esenwein 2. Crucial Conversations: Tools for Talking When Stakes Are High by Kerry Patterson, Joseph Grenny, Ron McMillan, and Al Switzler. 3. Slide:ology: The Art and Science of Creating Great Presentations by Nancy Duarte 4. Presentation Zen: Simple Ideas on Presentation Design and Delivery by Garr Reynolds 			
Reference Books-			
<ol style="list-style-type: none"> 1. The Cambridge Handbook of Communication Studies edited by David K. H. W. R. and John P. Murphy 2. English for Everyone: English Grammar Guide by DK 3. English Vocabulary in Use: Advanced by Michael McCarthy and Felicity O'Dell 4. The Elements of Style by William Strunk Jr. and E.B. White 5. The Public Speaking Playbook by Teri Kwal Gamble and Michael W. Gamble 			
Modes of Evaluation and Rubric			
Quiz, Sessional and a practical examination.			
List/Links of e-learning resource			
<ul style="list-style-type: none"> • https://onlinecourses.nptel.ac.in • https://www.classcentral.com(swayam) 			
Recommendation by Board of studies on		30/07/2024	
Approval by Academic council on			
Compiled and designed by		Dr. Amitosh Singh/Dr. Kanak Saxena / Aditi Dwivedi	
Subject handled by department		Department of Humanities	

