



**RĪGAS TEHNISKĀ
UNIVERSITĀTE**

RTU Course "Communication and Presentation Skills"

23000 E-studiju tehnoloģiju un humanitāro zinātņu fakultāte

General data

Code	ETH702
Course title	Communication and Presentation Skills
Course status in the programme	Compulsory/Courses of Limited Choice
Responsible instructor	Marina Platonova
Academic staff	Antra Roskoša Zane Seņko Tatjana Hramova
Volume of the course: parts and credits points	1 part, 2.0 Credit Points, 3.0 ECTS credits
Language of instruction	LV, EN
Abstract	The study course provides students with the skills needed to plan and deliver polished presentations with confidence. Students learn practical techniques to communicate and reinforce their message, allowing them to focus on audience needs and objectives. Students learn how to assess their presentations critically, comprehend the communicative situation and context, prepare visual aids and handouts, and deliver reports using various presentation software. Students draw up reports, theses, summaries, organize and maintain debates and discussions on various scientific popular, as well as topical professional themes and subjects, etc.
Goals and objectives of the course in terms of competences and skills	The goal of the study course is to develop students' public speaking skills for the seminar and conference presentations considering criteria for successful presentations. Objectives of the study course: 1) to develop students communication skills; 2) to improve students' competence to critically evaluate their own and other people's performances; 3) to acquaint students with speech preparation techniques, speech structure, its psychological aspects; 4) to develop students' ability to pass information to other people, 5) to improve students' listening skills, 6) to teach to technically prepare presentations in different ways: static visual (for overhead projector and PowerPoint), action visual (Video), mute (gesture, no sound), 7) to develop students' ability to persuade, evaluate people and the situation.
Structure and tasks of independent studies	A report on a topical research field issue, portfolio of materials.
Recommended literature	Obligātā/Obligatory: 1. Theobald, T. (2013) Develop Your Presentation Skills (Creating Success), Kogan Page; 2nd Edition. 2. Zanders, E., MacLeod, L. (2018) Presentation Skills for Scientists: A Practical Guide, Cambridge University Press. 3. Dionne, J-P. (2021) Presentation Skills for Scientists and Engineers: The Slide Master. Springer Nature. 4. Patil, S. (2020) Handbook on Public Speaking ,Presentation & Communication Skills: Principles & Practices to create high impact presentations & meaningful conversations. Notion Press. Papildu/Additional: 1. Van Emden, J., Becker, L. (2016) Presentation Skills for Students. Macmillan International Higher Education. 2. Delwiche, A., Ananthanarayanan, V. (2004) Pedagogical Value of PowerPoint: Recommendations, EDUCAUSE. 3. Odiņa, A. (2009) Etīķete un protokols, Rīga: Apgāds Zelta grauds. 4. Atkinson, M. (2004) Lend Me Your Ears, Vermillion, London. 5. Barker, A. (2013) Improve Your Communication Skills (Creating Success), Kogan Page; 3rd Edition. 6. Becker, D. (2001) Powerful Presentation Skills, McGraw-Hill LANGUAGE. 7. Bigwood, S. (2003) One Step Ahead: Presenting Numbers, Tables and Charts, Oxford University Press. 8. Bradbury, A. (2006) Successful Presentation Skills, Kogan Page; 3rd Edition. 9. Gallo, C. (2010) The Presentation Secrets of Steve Jobs: How to Be Insanely Great in Front of Any Audience, McGraw-Hill Books. 10. Sonoda, J. (2021) Presentation Skills: How To Give An Academic Presentation: Academic Presentation Structure. Amazon Digital Services LLC - KDP Print US. 11. Youell, R., Youell C. (2013) Effective NLP Skills (Creating Success), Kogan Page; 2nd Edition. 12. Scircle, A. (2021) Presentation Skills And Strategies: Reveal The Secret Principles Of A Great Presentation: Benefits Of Public Speaking. Independently Published.
Course prerequisites	English language skills at B2 level according to CEFR.
Courses acquired before	

Course contents

Content	Full- and part-time intramural studies		Part time extramural studies	
	Contact Hours	Indep. work	Contact Hours	Indep. work
Course aims, content and tasks. Non-verbal communication. Gestures, pauses, eye contact, intonation.	2	3	1	3
Development of communicative competence. Effective communication.	2	3	2	6
Speech. Speech presentation techniques. The purpose of the speech. Time management.	2	3	2	6
The structure of speech, psychological aspects. Comprehensibility. Communication skills.	2	3	1	3
Digital communication skills.	2	3	1	3
Designing active visual presentation: video presentation, preparation, organization, delivery.	2	3	2	6
Organization of the scientific report: main aims, objectives and principles. The viva.	2	3	1	3
Critical assessment of own presentation. Students' presentations are video-taped for further analysis.	4	6	2	6
Discussions. Expressing and substantiating own opinion. Discussion techniques.	2	3	1	3
Presentation of the report about topical issue covered in the project.	2	3	1	3
Business protocol, its main elements.	2	3	1	3
Dealing with stress. Improvisation. Impromptu speaking.	4	6	2	6
Discussions. Discussion techniques. Handling follow-up questions.	2	3	2	6
Propaganda techniques.	2	3	1	3
Total:	32	48	20	60

Learning outcomes and assessment

Learning outcomes	Assessment methods
Is able to use verbal and non-verbal communication skills, presenting reports and theses on professional issues in English.	Presentation (reports, theses), video recorded presentation, exam.
Is able to differentiate and select relevant speech compilation techniques, develop the content of the speech and use definite presentation techniques, taking into consideration various psychological factors.	Seminars, exam.
Is able to inform the audience persuasively and enthusiastically, maintaining rapport with the listeners.	Seminars, video recorded presentation, exam.
Is able to understand and use, and are able to critically analyse widely used propaganda techniques.	Seminars, discussions.
Is able to recognize a high level of value on etiquette and protocol during any type of business affairs	Seminars, discussions.
Is able to listen attentively, assess, appreciate, criticise presentations of other students.	Report.

Evaluation criteria of study results

Criterion	%
Seminars. Discussions	10
Report	20
Presentations	20
Video recorded presentation	20
Exam	30
Total:	100

Course planning

Part	Semester			CP	ECTS	Hours per Week			Tests		
	Autumn	Spring	Summer			Lectures	Practical	Lab.	Test	Exam	Work
1.	*	*		2.0	3.0	0.0	2.0	0.0		*	