

Efficient presentations

Academic Year: (2023 / 2024)

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Department assigned to the subject: Transversal matters

Coordinating teacher: TINEO ALVAREZ, ANGELES

Type: Basic Core ECTS Credits : 3.0

Year : 2 Semester : 2

Branch of knowledge: Social Sciences and Law

REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)

None

OBJECTIVES

At the end of the program students will be able to:

- Plan and perform a public presentation, delivering the core ideas and being clear and credible.
- Adapt to different audiences and manage contingencies.
- Develop verbal presentation skills.
- Control their non-verbal communication.

DESCRIPTION OF CONTENTS: PROGRAMME

1. Characteristics of a good communicator.
2. Preparation and development of the presentation
 - Planning and structuring
 - Time control
 - Audiovisual support
 - Exhibition of contents
 - Techniques for capturing attention and involving the audience
 - Adaptation to different types of listeners
3. Problem solving during the presentation.
4. Control of stage fright, nerves and stress.
5. General recommendations.

LEARNING ACTIVITIES AND METHODOLOGY

Teaching hours are distributed in accordance to the following activities:

- Group dynamics on improvisation, argumentation and non-verbal communication
- Performance, recording and subsequent assessment of individual or small group presentations.

ASSESSMENT SYSTEM

% end-of-term-examination/test:	0
% of continuous assessment (assignments, laboratory, practicals...):	100

Final exam in the official exam session: 0 points.

Continuous assessment: 10 points of the overall grade.

- Attendance at 85% of the classes is compulsory in order to pass the course (i.e. 12 of the 14 classes).
- Active participation in the classes.
- Completion of exercises and practical activities in class and through Aula Global.
- Two written assessment tests: one in the 7th class, a short development test that will deal with the contents worked on in the previous classes; another in the 14th class: a development test on the whole of the syllabus taught in which students must summarise the contents dealt with and draw conclusions on the practical applications of the same at a professional level. They must also write a conclusion and personal self-assessment on the level of development they consider they have reached in the skill to which the subject refers.
- There may be other assessment tests that will be indicated in the weekly planning.

% end-of-term-examination/test:	0
% of continuous assessment (assignments, laboratory, practicals...):	100

Percentage weight of the Final Exam: 0

Percentage weight of the rest of the evaluation: 10

Please note that, in accordance with current regulations, each enrolment in cross-disciplinary subjects, as in this case, will involve a single call and, in those cases in which the continuous assessment process includes a test, this must be taken during the timetable and in the classroom reserved for classes, as these cross-disciplinary subjects do not have a date reserved in the official exam calendars.

BASIC BIBLIOGRAPHY

- Chris Anderson Charlas TED, la guía oficial de TED para hablare n público, Deusto , 2016
- Flora Davis La comunicación no verbal, Alianza Editorial, 1998
- Puchol, Luis. Hablar en público: nuevas técnicas y recursos para influir a una audiencia en cualquier circunstancia. , Ed. Díaz de Santos. , 2008.

ADDITIONAL BIBLIOGRAPHY

- Ballenato Prieto, Guillermo. Comunicación eficaz. Teoría y práctica de la comunicación humana. , Ediciones Pirámide. , 2013.
- Ballenato Prieto, Guillermo. Hablar en público. Arte y Técnica de la Oratoria. , Ed. Pirámide. , 2013.
- Pease, Allan y Barbara. El lenguaje del Cuerpo. Cómo interpretar a los demás a través de sus gestos. , Ed. Amat. , 2010.