

Course Objectives:

- To provide an effective and user-friendly presentation skills course
- To teach a wide range of Business English presentation skills
- To cater to all business persons requiring presentation skills

Course Outcomes:

On completion of the course, trainees will have improved their presentation skills in the areas outlined below:

- The basic part of a good presentation
- Getting your point across
- Presenting visuals
- Managing the audience
- Engaging the audience
- Dealing with questions

Course Method:

Prior to the video-conferencing session

- Trainees study the on-line materials
- Trainees acquire useful grammar and structures from the on-line Digital English materials
- Trainees complete the practice exercises and review the model answers
- Prepare the weekly presentation tasks

During the video conferencing session

- Trainees carry-out the weekly presentation tasks
- Trainees receive presentation skills guidance and useful business English language structures from their tutor

Course Materials:

- Course Instruction Manual
- 6 On-line Study Modules
- 6 On-line Presentation Tasks
- Access to the video-conferencing environment

Course Tutors:

- During the video-conferencing sessions, high-calibre tutors give trainees guidance on conducting a presentation in the English language
- The tutors are responsible for scheduling the video-conferencing sessions each week

Course Duration:

- 6 weeks

