

## Course description

<b>Course abbreviation:</b>	UJP/PA	<b>Page:</b>	1 / 4
<b>Course name:</b>	Presentation in English		
<b>Academic Year:</b>	2023/2024	<b>Printed:</b>	03.06.2024 09:39

<b>Department/Unit /</b>	UJP / PA			<b>Academic Year</b>	2023/2024
<b>Title</b>	Presentation in English			<b>Type of completion</b>	Pre-Exam Credit
<b>Accredited/Credits</b>	Yes, 2 Cred.			<b>Type of completion</b>	
<b>Number of hours</b>	Seminar 2 [Hours/Week]				
<b>Occ/max</b>	Status A	Status B	Status C	<b>Course credit prior to</b>	NO
<b>Summer semester</b>	0 / -	40 / -	0 / -	<b>Counted into average</b>	NO
<b>Winter semester</b>	0 / -	23 / -	0 / -	<b>Min. (B+C) students</b>	15
<b>Timetable</b>	Yes			<b>Repeated registration</b>	NO
<b>Language of instruction</b>	English			<b>Semester taught</b>	Winter, Summer
<b>Optional course</b>	Yes			<b>Internship duration</b>	0
<b>Evaluation scale</b>	S N				
<b>No. of hours of on-premise</b>					
<b>Auto acc. of credit</b>	Yes in the case of a previous evaluation 4 nebo nic.				
<b>Periodicity</b>	K				
<b>Substituted course</b>	CJP/PA				
<b>Preclusive courses</b>	N/A				
<b>Prerequisite courses</b>	N/A				
<b>Informally recommended courses</b>	N/A				
<b>Courses depending on this Course</b>	N/A				

### Course objectives:

The course is designed for students who want to improve presentation skills in English. Students will systematically practise organizational and communicative skills which are essential for an effective presentation. The course is based on a video recording and it requires upper-intermediate or advanced English competence equal to A5, AT5, AST5 or AEL5.

### Requirements on student

The student will create three short presentations and one final presentation during the semester. The partial deadlines and the method of submission are specified on courseware.zcu.cz. The deadline for the final presentation is the end of the teaching period in the summer semester.

### Content

- 1) Presenting background information  
- making a good introduction, preparing and giving an introduction
- 2) Ways of organizing a presentation.
- 3) Making well-designed and well-presented visual aids.
- 4) The importance of body language.
- 5) Making an effective ending to a presentation.
- 6) How to handle questions effectively.

## Fields of study

## Guarantors and lecturers

- **Guarantors:** Mgr. Jana Čepičková (100%)
- **Tutorial lecturer:** Mgr. Jana Čepičková (100%)
- **Seminar lecturer:** Mgr. Jana Čepičková (100%)

## Literature

- **Basic:** Comfort, Jeremy. *Effective presentations*. Oxford, 1997.
- **Extending:** John Hughes. *Successful Presentations Student's Book with DVD Pack*. Oxford, 2016. ISBN 978-0-19-476835-1.

## Time requirements

## All forms of study

Activities	Time requirements for activity [h]
Contact hours	26
Individual project (40)	23
Presentation preparation (report in a foreign language) (10-15)	8
<b>Total:</b>	<b>57</b>

## assessment methods

**Knowledge - knowledge achieved by taking this course are verified by the following means:**

- Skills demonstration during practicum
- Continuous assessment
- Formative evaluation

**Competences - competence achieved by taking this course are verified by the following means:**

- Skills demonstration during practicum
- Continuous assessment
- Formative evaluation

## prerequisite

**Knowledge - students are expected to possess the following knowledge before the course commences to finish it successfully:**

- Students can:
- correctly use common grammatical structures and vocabulary in everyday situations,
  - understand the main meaning of television and radio programmes,
  - understand texts written in generally used language that are connected with student's field of study or everyday life,
  - write a coherent text on a topic the student is familiar with or interested in.

## teaching methods

**Knowledge - the following training methods are used to achieve the required knowledge:**

- Seminar
- Multimedia supported teaching
- Skills demonstration
- Cooperative instruction

**learning outcomes****Knowledge - knowledge resulting from the course:**

Students can:

- prepare and present a presentation on a topic of their choice,
- keep the correct presentation structure,
- use a suitable language regarding the audience and situation.

**Course is included in study programmes:**

Study Programme	Type of	Form of	Branch	Stage	St. plan v.	Year	Block	Status	R.year	R.
Design Engineering of Machines and Technical Devices	Postgraduate Master	Full-time	Design Engineering of Health and Cooperative Technology	1	2020	2023	Povinně volitelné předměty - blok cizí jazyky	B		
Design Engineering of Machines and Technical Devices	Postgraduate Master	Combined	Design Engineering of Health and Cooperative Technology	1	2020	2023	Povinně volitelné předměty - blok cizí jazyky	B		
Design Engineering of Machines and Technical Devices	Postgraduate Master	Combined	Design Engineering of Manufacturing Machines and Equipment	1	2020	2023	Povinně volitelné předměty - blok cizí jazyky	B		
Design Engineering of Machines and Technical Devices	Postgraduate Master	Full-time	Design Engineering of Manufacturing Machines and Equipment	1	2020	2023	Povinně volitelné předměty - blok cizí jazyky	B		
Design Engineering of Machines and Technical Devices	Postgraduate Master	Combined	Design Engineering of Vehicles and Handling Machinery	1	2020	2023	Povinně volitelné předměty - blok cizí jazyky	B		
Design Engineering of Machines and Technical Devices	Postgraduate Master	Full-time	Design Engineering of Vehicles and Handling Machinery	1	2020	2023	Povinně volitelné předměty - blok cizí jazyky	B		
Design of Power Machines and Equipment	Postgraduate Master	Full-time	Design of Power Machines and Equipment	1	2020	2023	Povinně volitelné předměty - blok cizí jazyky	B		
Design of Power Machines and Equipment	Postgraduate Master	Full-time	Nuclear Power Equipment Design	1	2020	2023	Povinně volitelné předměty - blok cizí jazyky	B		
Industrial Engineering and Management	Postgraduate Master	Combined	Industrial Engineering and Management	1	2020	2023	Povinně volitelné předměty - blok cizí jazyky	B		
Industrial Engineering and Management	Postgraduate Master	Full-time	Industrial Engineering and Management	1	2020	2023	Povinně volitelné předměty - blok cizí jazyky	B		

Study Programme	Type of	Form of	Branch	Stage	St. plan v.	Year	Block	Status	R.year	R.
Machining, Additive Technology and Quality Assurance	Postgraduate Master	Full-time	Machining, Additive Technology and Quality Assurance	1	2020	2023	Povinně volitelné předměty - blok cizí jazyky	B		
Materials Science and Manufacturing Technology	Postgraduate Master	Full-time	Materials Science and Manufacturing Technology	1	2020	2023	Povinně volitelné předměty - blok cizí jazyky	B		
Materials Science and Manufacturing Technology	Postgraduate Master	Combined	Materials Science and Manufacturing Technology	1	2020	2023	Povinně volitelné předměty - blok cizí jazyky	B		
Mathematics and its Applications	Postgraduate Master	Full-time	Diskrétní matematika a algebra	1	2018 akr	2023	Language Module	B	2	ZS
Mathematics and its Applications	Postgraduate Master	Full-time	Geometrie a geometrické modelování	1	2018 akr	2023	Language Module	B	2	ZS
Mathematics and its Applications	Postgraduate Master	Full-time	Matematická analýza a numerická matematika	1	2018 akr	2023	Language Module	B	2	ZS
Mathematics and its Applications	Postgraduate Master	Full-time	Matematika a její aplikace	1	2018 akr	2023	Language Module	B	2	ZS
Mathematics for Business Studies	Postgraduate Master	Full-time	Matematika a finanční studia	1	2023	2023	Cizí jazyk	B	1	ZS
Mathematics for Business Studies	Postgraduate Master	Full-time	Matematika a finanční studia	1	2018 akr	2023	Cizí jazyk	B	1	ZS
Učitelství fyziky pro střední školy	Postgraduate Master	Full-time	Secondary School Education Physics - Maior	1	2022	2023	Cizí jazyky	B	2	ZS
Učitelství fyziky pro střední školy	Postgraduate Master	Full-time	Secondary School Education Physics - Maior	1	2023	2023	Cizí jazyky	B	2	ZS
Učitelství fyziky pro střední školy	Postgraduate Master	Full-time	Secondary School Education Physics - Maior	1	2020	2023	Cizí jazyky	B	2	ZS
Učitelství matematiky pro střední školy	Postgraduate Master	Full-time	Secondary School Education Mathematics - Maior	1	2020	2023	Cizí jazyky	B	2	ZS
Applied Physics and Physical Engineering	Postgraduate Master	Full-time	Aplikovaná fyzika a fyzikální inženýrství	1	2023	2023	Volitelné předměty (typ C) - doporučené	C	2	ZS
Applied Physics and Physical Engineering	Postgraduate Master	Full-time	Aplikovaná fyzika a fyzikální inženýrství	1	2019 akr	2023	Volitelné předměty (typ C) - doporučené	C	2	ZS