

Mastering Presentation Skills (BDTEM02)

Friday (10:00 AM, Classroom: 119, Main Building)

Balázs Venkovits, associate professor, Institute of English and American Studies

The following course fits into the curriculum of all doctoral programmes in the humanities.

Completion of the course is recommended in all PhD studies!

Course objectives:

The objective of the course is to improve the presentation and oral communication skills of participants to ensure successful performance at conferences and other scholarly events. The course provides participants with skills that can help them effectively identify the key messages of their presentations and deliver these in a way that is most appropriate for the given audience. Besides these general objectives, there are a number of specific goals as well, including the building of confidence when presenting, the professional use of presentation software, non-verbal communication, language development, argumentation, etc.

In this seminar organized for PhD students, the participants will deliver several short research presentations while at the end of the semester they are expected to present a complete research paper as if at a conference.

This is a hands-on, practical course that besides a few lectures mostly relies on student participation, discussions, and practical exercises.

Topics covered: Do's and don'ts of presentation; Time management; Voice, tone; Body language; Language use; Eye contact, involvement of the audience; Engagement of the presenter; Presentation software; Preparation, practice; Structure of scholarly talks; online vs. in-person presentation; AI and presentation

Exercises include: short communication / presentation exercises; mini presentations; research / conference presentations

Tentative schedule:

Session 1: Orientation, icebreaker and communication exercises

Session 2: Introductory presentation exercises

Session 3: Practical advice, dos and don'ts of presentation (preparation, body language, managing unexpected situations, time management, etc.)

Session 4: Short presentation exercises (e.g., elevator pitch)

Session 5: Use of presentation software

Session 6: Online presentation

Session 7: Preparation for individual presentations (work organization, expectations, etc.)

Session 8-9: Student presentations

Sessions 10-12: Conference presentation