

Business English for Specific Needs - Presentation

Period TBA

Instructor Information

Instructor

TBA

Email

info@viadolorosalanguage.com

Office Location & Hours

TBA

General Information

Description

The course is a comprehensive course for people who need skills and language for giving presentation in English. It is primarily for people who in work or for people who will need to present in their professional lives. This course takes participants through all the stages of preparing and presenting.

Expectations and Goals

The programme is flexible and tailored to the specific personal/ organisational needs of each client. However, core subject areas for the Business English for Presentation course will include:

- Talking points
- Body language
- Presentation tools
- Types of visuals
- Describing graphs and charts
- Good presentation strategies
- Handling Q&A

Course Materials

Required Materials

Materials are customized with topics focusing on how to deliver good business presentation in English. Materials are taken from:

- Presenting in English: How to Give Successful Presentations by Mark Powell
- Successful Presentations by John Hughes

Optional Materials

Other handouts for participants will be delivered to each during the meetings if necessary.

Course Schedule

Lesson	Topic	Details
PHASE I		
Lesson 1	Preparing for your presentation	Introducing yourself, introducing your colleague, stating your purpose, giving effective openings
Lesson 2	Exploiting Visuals	Introducing visuals, commenting on visuals, describing change & development, explain cause, effect & purposes
Lesson 3	Speaking exercises	Articulation, chunking, stressing, pacing, intonation
PHASE II		
Lesson 4	Introducing your presentation	Learning useful expressions, making good first impression with the audience, stating aims, establishing credibility
Lesson 5	Delivering your messages	Introducing, explaining, emphasizing, & recapping points
Lesson 6	Using visuals	Developing skills needed in designing & using visual aids
Lesson 7	Delivering conclusion	Learning how to end a presentation effectively and make a final impression
PHASE III		
Lesson 8	Handling questions	Giving clarification, dealing with questions
Lesson 9	Skills advancement	Improving presentation performance, learning useful linguistics skills
FINAL		All participants deliver their final presentation piece
Duration	120 mins / meeting	

Price & Other Details

Program	Investment	Package price
BE – Presentation (min. 10 delegates)	IDR 3,500,000 / delegate	IDR 35,000,000 / package
BE – Presentation (min. 14 delegates)	IDR 3,200,000 / delegate	IDR 44,800,000 / package
BE – Presentation (min. 16 delegates)	IDR 3,000,000 / delegate (max. 20 delegates)	IDR 48,000,000 / package
Materials	Included	