

**Sant Gadge Baba Amravati University, Amravati**

**As Per NEP 2020 Syllabus**

**Faculty: Humanities**

**Three Years- Six Semesters Bachelor's Degree Programme**

**B.A.III, SEM-V (Library & Information Science)**

**Course Code – 636286**

**VSC: Presentation Skill**

| Level | Semester | Course Code | Course Name                              | Credits | Teaching Hours | Total Teaching Hours | Max Marks | Internal Marks | Total Marks |
|-------|----------|-------------|------------------------------------------|---------|----------------|----------------------|-----------|----------------|-------------|
| 5.0   | V        | 636286      | <b>VSC Theory:</b><br>Presentation Skill | 2       | 2              | 30                   | 30        | 20             | 50          |

**Course Code – 636286**

**VSC: Presentation Skill**

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                           |                   |                             |                                                                      |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------------------|----------------------------------------------------------------------|
| Course Objective | <ul style="list-style-type: none"><li>To understand the fundamentals and importance of effective presentation skills in academic and professional environments.</li><li>Develop confidence in public speaking and oral communication.</li></ul>                                                                                                                                                                                           |                   |                             |                                                                      |
| Course Outcomes: | <ul style="list-style-type: none"><li>Explain the principles and types of effective presentations.</li><li>Prepare well-structured presentations for academic and library-related topics.</li><li>Use presentation software and multimedia tools effectively.</li><li>Demonstrate effective verbal and non-verbal communication during presentations.</li><li>Respond confidently to audience questions and manage discussions.</li></ul> |                   |                             |                                                                      |
| Unit System      | Contents                                                                                                                                                                                                                                                                                                                                                                                                                                  | Workload Allotted | Weightage of Marks Allotted | Exam Type & Marks                                                    |
| Unit I           | <b>Introduction to Presentation Skills</b> <ul style="list-style-type: none"><li>Meaning, concept and importance of presentation skills.</li><li>Types of presentations: Informative, Persuasive, Demonstrative and Academic.</li><li>Characteristics of an effective presentation.</li><li>Role of presentation skills in Library and Information Science profession.</li></ul>                                                          | 8 Hours           | 8 Marks                     | Theory-60<br><br>Internal Assessment-40 Marks<br><br>Total Marks-100 |

|                    |                                                                                                                                                                                                                                                                                                                                                                                                   |         |         |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|
| Unit II            | <b>Planning and Organizing a Presentation</b> <ul style="list-style-type: none"> <li>• Identifying purpose and objectives.</li> <li>• Selection, collection and organization of content.</li> <li>• Structure of presentation: Introduction, Body and Conclusion.</li> <li>• Time management and preparation checklist.</li> </ul>                                                                | 7 Hours | 7 Marks |
| Unit III           | <b>Verbal and Non-Verbal Communication</b> <ul style="list-style-type: none"> <li>• Voice modulation, pronunciation and fluency.</li> <li>• Body language, posture, gestures and facial expressions.</li> <li>• Eye contact and audience engagement.</li> <li>• Overcoming stage fear and building confidence</li> </ul>                                                                          | 8 Hours | 8 Marks |
| Unit IV            | <b>Presentation Tools and Visual Aids</b> <ul style="list-style-type: none"> <li>• Principles of effective slide design.</li> <li>• Using presentation software.</li> <li>• Charts, graphs, tables, images and infographics</li> <li>• Multimedia integration and online presentation platforms</li> </ul>                                                                                        | 7 Hours | 7 Marks |
| <b>References:</b> | <ul style="list-style-type: none"> <li>• Lucas, S. E. The Art of Public Speaking. McGraw-Hill.</li> <li>• Reynolds, G. Presentation Zen. New Riders.</li> <li>• Duarte, N. Slide:ology: The Art and Science of Creating Great Presentations. O'Reilly.</li> <li>• Weissman, J. Presenting to Win. FT Press.</li> <li>• Pease, A. &amp; Pease, B. The Definitive Book of Body Language.</li> </ul> |         |         |

