

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	VSC Theory: Presentation Skill	2	2	30	30	20	50

Course Code – 636286

VSC: Presentation Skill

Course Objective	- To understand the fundamentals and importance of effective presentation skills in academic and professional environments. - Develop confidence in public speaking and oral communication.			
Course Outcomes:	- Explain the principles and types of effective presentations. - Prepare well-structured presentations for academic and library-related topics. - Use presentation software and multimedia tools effectively. - Demonstrate effective verbal and non-verbal communication during presentations. - Respond confidently to audience questions and manage discussions.			
Unit System	Contents	Workload Allotted	Weightage of Marks Allotted	Exam Type & Marks
Unit I	Introduction to Presentation Skills - Meaning, concept and importance of presentation skills. - Types of presentations: Informative, Persuasive, Demonstrative and Academic. - Characteristics of an effective presentation. - Role of presentation skills in Library and Information Science profession.	8 Hours	8 Marks	Theory-60 Internal Assessment-40 Marks Total Marks-100

Unit II	Planning and Organizing a Presentation - Identifying purpose and objectives. - Selection, collection and organization of content. - Structure of presentation: Introduction, Body and Conclusion. - Time management and preparation checklist.	7 Hours	7 Marks
Unit III	Verbal and Non-Verbal Communication - Voice modulation, pronunciation and fluency. - Body language, posture, gestures and facial expressions. - Eye contact and audience engagement. - Overcoming stage fear and building confidence	8 Hours	8 Marks
Unit IV	Presentation Tools and Visual Aids - Principles of effective slide design. - Using presentation software. - Charts, graphs, tables, images and infographics - Multimedia integration and online presentation platforms	7 Hours	7 Marks
References:	- Lucas, S. E. The Art of Public Speaking. McGraw-Hill. - Reynolds, G. Presentation Zen. New Riders. - Duarte, N. Slide:ology: The Art and Science of Creating Great Presentations. O'Reilly. - Weissman, J. Presenting to Win. FT Press. - Pease, A. & Pease, B. The Definitive Book of Body Language.		