

GRAD 704 - Effective Presentations Syllabus

Class	Class Discussion Topic	For Next Class
1	Self-assessment Course goals Analyzing your audience	Read Chapters 1, 2 in Tisdale Read Assignment #1
2	Developing a strong message Delivering with impact Handling nerves	Read Chapters 3, 4 in Tisdale
3	Using PowerPoint effectively	Develop presentation visuals Read Chapters 5, 6 in Tisdale Bring draft to next class and be ready to present to a small group
4	Giving effective feedback Presentation #1 workshop	Read Chapter 7 in Tisdale Practice and polish presentation #1
5	Presentation #1 workshop	
6	Optional Presentation #1 workshop	
7	Presentation #1	Develop presentation #2 and be ready to present to a small group
8	Presentation #1	
9	Presentation #2 workshop Managing the Q&A	Read Chapter 8 in Tisdale Practice and polish presentation #2 Review Chapter 7 in Tisdale
10	Presentation #2	
11	Presentation #2	Develop presentation #3 and be ready to present to a small group
12	Analyzing your presentations Presentation #3 workshop	Practice and polish presentation #3 Review Chapter 7 in Tisdale
13	Presentation #3	
14	Presentation #3	
15	If needed	