

Session: 2020-2021

Course: B.B.A

Name of the Faculty	:	Dr. Manju Singh
Discipline	:	Management
Semester	:	3RD sem
Subject	:	PRESENTATION SKILLS
Lesson Plan Duration	:	15 Weeks (From August 2020 to November 30)
Work load (Lectures/Practical)		
Per week (in hours)	:	Lectures-03, Practicals-00

WEEK	THEORY		PRACTICAL	
	LECTURE DAY	TOPIC (including assignment /test)	PRACTICAL DAY	TOPIC
1 ST	1 st	Introduction – Meaning, types of presentation: presentation that deeply involves the audience, presentation that creates excitement, persuasive presentation	NO PRACTICALS	
	2 nd			
	3 rd			
2 ND	1 st	presentation evoking emotional appeal		
	2 nd	presentation that sells a new idea, humorous presentation		
	3 rd	Planned and unplanned presentation		
3 rd	1 st	planning a presentation – analyzing the audience,		
	2 nd	location of presentations		
	3 rd	objective of presentation		
4 th	1 st	researching the topic; structuring the presentation		
	2 nd	presentation notes and session plan		
	3 rd	Methods of presentation – Fish bowl		
5 th	1 st	role plays, group discussion		
	2 nd	conference, seminar,		
	3 rd	workshop, clinics, brainstorming		
6 th	1 st	simulations, games, questionnaire		
	2 nd	delivering presentation – presenter effectiveness		
	3 rd	difficult situations and nerves		
7 th	1 st	motivation and attention		

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	2 nd	Outcomes of presentation – inspiring presentation	NO PRACTICALS
	3 rd	presentation that builds trust	
8 th	1 st	presentation that offers a solution	
	2 nd	value added presentation	
	3 rd	presentation that facilitates decision making.	
9 th	1 st		
	2 nd	Concept of personality personality consciousness	
	3 rd	personality patterns	
10 th	1 st	personality syndrome	
	2 nd	symbols of self, clothing, names and nicknames	
	3 rd	speech, age, success, reputation, moulding the personality pattern, persistence and change	
11 th	1 st	Personality determinants – physical intellectual	
	2 nd	emotional and social determinants	
	3 rd	aspirations and achievements,	
12 th	1 st	educational determinants and family determinants.	
	2 nd	Personality development – healthy personalities, developing self-awareness	
	3 rd	managing personal stress, solving problems analytically and creatively	
13 th	1 st	grooming – appearance, dress sense, personal hygiene	
	2 nd	etiquettes and body language; time management, public speaking	
	3 rd	Revision	
14 th	1 st	Revision	
	2 nd		
	3 rd	Syllabus revision	
15 th	1 st	PRE-UNIVERSITY EXAMINATIONS	
	2 nd		
	3 rd		
	4 th		



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