

MSC (CA&IT) - Semester: IV

(Effective from year 2024-25)

Course Code:	CAIT-405	Course Title:	Presentation Skills
Course Credits:	02	Hour of Teaching/Week:	02
Internal Assessment Marks:	25	External Exam Marks:	25
Exam Duration	1Hr		

Unit	Contents
1.	<ol style="list-style-type: none">1. Greetings2. Introducing self and peers3. Asking and sharing information4. Expressing points of view5. Discussions6. Facing viva voce7. Group discussions8. Facing an interview (interview skills)
2.	<ol style="list-style-type: none">1. Introduction to effective presentation skills2. Preparing the presentation (Collection of Data/Information, exploring the topic etc.)3. Using ICT for the presentation4. Getting ready for the presentation5. Effective body language6. Effective pronunciation7. Interacting with the audience (Q & A)8. Practice (with video recording)9. Feedback and Suggestions

References:

1. Select TED Talks
2. Select INK Talks
3. Select Toastmasters Videos
4. 4. Select Courtroom Dramas
5. 5. Select Videos of speakers like Steve Jobs, Sundar Pichai etc.