<table>
<thead>
<tr>
<th>Week</th>
<th>トピック</th>
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| Week 1 | Introduction - Why Present?  
- Outline of class,  
- Purpose of presentations,  
- Types of presentations  
- Overview of components of good presentations explained - Planning, Content, Structure, Design, Delivery,  
- Some small scale Delivery practice |
| Week 2 | Planning & Slideware Choice  
- Keynote,  
- Google Presentations,  
- Prezi,  
- Powerpoint |
| Week 3 | Presentations Delivery in Detail  
- Body Language - Eye Contact, Posture, Position, Gestures, Movement, Facial Expressions  
- Voice - Tone, Register, Stress, Intonation,  
- Charisma |
| Week 4 | Content of Presentations  
- Words - Grammar, Jargon,  
- Types of Information - Graphs, Charts, Tables,  
- Accessibility - Fonts, Colours, Visuals  
- Content - too much / not enough  
- Content - hold back strategies for Q and A |
| Week 5 | Presentation Slide Design  
- PSE (Picture Superiority Effect),  
- CRAP,  
- Segmentation,  
- Style / Creativity |
| Week 6 | Structure of Topics  
- Organisational patterns - Segmentation Theory, Dopamine Generators,  
- Timing  
- Q and A - hostile questions, difficult questions, delaying and deferring, building rapport, clarifying and rephrasing  
- Slideware timing |

※クラス人数や進捗状況によって取り扱うトピックの範囲が変更する可能性があります。