

# Syllabus



SATS Short Courses

# Creating and Delivering Presentations

10 Hours

Creating and delivering presentations is a vital life skill in all walks of life, especially for those involved in Christian ministry. By the end of this course, the student will know how to prepare and deliver engaging and professional presentations.

## Learning Objectives

- Define the objectives for a presentation by using the ATT and IMPI methods.
- Structure a presentation with an effective introduction, body, and conclusion.
- Use visual aids effectively in presentations.
- Present data effectively by translating them into a story.
- Rehearse your presentation by using the STATE method.
- Assess a presentation by evaluating the five key elements.
- Use practical strategies to reduce and manage presentation nerves.
- Handle challenging questions wisely after a presentation.

## Course Outline

This course contains nine lessons. Each lesson will take about 20 minutes to study.

1. Defining Your Presentation Objective
2. How to Structure Your Presentation
3. Working With Visual Aids
4. Visual Aid Design
5. Presenting Data
6. Practising Your Presentation
7. Improving Your Presentation
8. Coping With Presentation Nerves
9. Dealing With Questions

## Learning Activities

There are eight lessons that you need to complete to finish the course. Each lesson contains a 5-minute video that you need to watch, an expansion of the video in the form of text that you need to read, and some built-in interactions. If you study a lesson thoroughly, it should take you about 20 minutes to complete.

We have provided a set of flashcards for you to memorise the main content. The flashcards are in RemNote format. They serve two purposes:

1. They provide summary notes of all the main points in the lessons.
2. They enable you to memorise the key points so that your learning becomes permanent.

You need to study the flashcards five-days per week for three weeks and confirm that you did it faithfully.

## **Assessments**

To complete this course, you must:

1. Complete all the interactive lessons.
2. Score 75 per cent on the final quiz.
3. Confirm that you studied the flashcards.