Tolani College of Commerce (Autonomous)

तोलानी वाणिज्य महाविद्यालय (स्वायत्त)

(Sponsored and Managed by Tolani Education Society, Mumbai - 400 021)
(Recognised Linguistic (Sindhi) Minority Institution, Affiliated to University of Mumbai)
Re-Accredited (3rd Cycle) by N.A.A.C. with 'A' Grade (CGPA 3.03)

Knowledge is Supreme

150-151, SHER-E-PUNJAB SOCIETY,
GURU GOBIND SINGH ROAD,
ANDHERI (EAST), MUMBAI-400 093.

Tel.   : (022) 6153 5455
Fax   : (022) 6153 5456
E-mail : tcc@tolani.edu
Website : tcc.tolani.edu

Name of the Department/ Programme	Department of Business Communication 1) Bachelor of Management Studies / 2) B.Com. in Accounting and Finance / 3) B.Com. in Banking and Insurance / 4) B.Com. in Financial Markets / 5) Bachelor of Business Administration (Logistics)				
Name of the Course	Vocational Skill Courses (VSC): Presentation Skills				
Semester	I				
Number of Credits	2				
Number of Lectures	30				
Lecture Duration	60 minutes				
Total Marks:	CE	20	SEE	30	Total	50

Learning Objectives of the Course

Sr.No.	Objectives
LOC1	To develop delivery techniques that enhances the impact of their presentations; instil confidence, engagement, and connection with the audience.
LOC2	To acquire the ability to plan and structure presentations effectively to convey their message clearly.
LOC3	Learn strategies to engage the audience through interactive elements, storytelling, and effective handling of questions

Learning Outcomes of the Course

Sr. No.	Outcomes
CO1	Plan and structure presentations with clear objectives and key messages.
CO2	Deliver presentations confidently with effective body language, voice modulation, and eye contact.
CO3	Engage the audience and enhance the impact of their presentations through interactive techniques, storytelling, and handling questions adeptly.

Module 1:	No. of Lectures
Introduction to Effective Presentations: Importance of presentation skills - Understanding the audience - Setting presentation goals and objectives - Overcoming stage fright and building confidence **Planning and Structuring Presentations:** Analyzing the topic and purpose of the presentation - Identifying key messages and main points - Organizing content logically - Creating effective introductions and conclusions	08
Module 2:	
Developing Effective Delivery Techniques: Understanding nonverbal communication - Mastering body language and eye contact - Using voice modulation and vocal variety - Enhancing gestures and facial expressions **Effective Virtual Presentations:** Cracking hybrid pitches – staying relevant to all participants	08
Module 3:	
Engaging the Audience: Grabbing and maintaining audience attention - Using storytelling techniques - Encouraging audience participation - Handling questions and managing interruptions **Enhancing Presentation Impact:** Utilizing visual aids effectively - Incorporating storytelling and narratives - Adding humor and emotional appeal - Adapting presentations to different contexts (e.g., academic, professional)	08

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Tutorial Activities:	
• Choosing appropriate presentation tools (e.g., PowerPoint, Prezi, Canva) - Creating visually appealing slides - Utilizing effective fonts, colors, and visuals - Incorporating multimedia elements • Practicing vocal techniques and projection - Improving body language through exercises - Delivering impromptu and extemporaneous speeches - Receiving and providing constructive feedback • Delivering persuasive presentations - Incorporating interactive elements (e.g., polls, discussions) - Handling difficult questions and objections - Practicing active listening and engaging with the audience • Creating memorable openings and closings - Developing a personal presentation style - Practicing effective time management - Incorporating feedback to refine presentations	06

References:

- "Presentation Zen: Simple Ideas on Presentation Design and Delivery" by Garr Reynolds
- TED Talks: The official website of TED (www.ted.com) provides a vast collection of inspiring and informative talks from experts in various fields.
- "The Presentation Secrets of Steve Jobs: How to Be Insanely Great in Front of Any Audience" by Carmine Gallo
- Toastmasters International (www.toastmasters.org): Toastmasters is a global organization focused on improving public speaking and leadership skills.
- Presentation Guru (www.presentation-guru.com)

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Scheme of Evaluation Pattern
Table 1A: Scheme of Continuous Evaluation (CE)
Scheme of Evaluation Pattern

Sub-components	Maximum Marks	Conditions for passing
1) Class Presentation Assignment	10	a) A learner must be present for each of the sub-components. b) The subtotal of both sub-components must be minimum 08 marks
2) MCQ Based Test	10	
Total	20	

Table 1B: Scheme of Semester End Examination (SEE) Evaluation
Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 30   Minimum Marks to Pass: 12   Duration: 1 hour

Note: All questions are compulsory.

Question No.	Nature of Questions	Max. Marks
Q-1	Answer in detail: (any 2 out of 3) **(From Module I)** a) b) a)	10 Marks
Q-2	Answer in detail: (any 2 out of 3) **(From Module II)** a) b) a)	10 marks
Q-3	Answer in detail: (any 2 out of 3) **(From Module III)** a) b) a)	10 marks