

Course Title	Presentation Technique and Design	Instructor(s)	Jason Adachi
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Class Style	Lecture	Office Hours	TTH 14:40-16:10
Track	Interdisciplinary Studies	Mode of Instruction	Solo
Credits	2	Allocated Year	3 - Spring
Active Learning	Category 4 – (1): Interactive Lectures Category 4 – (7): Spoken summaries/paraphrases Category 1 – (1): Self-assessment Category 4 – (9): Pair and groups work	Compulsory or Elective	Elective
Course Overview	<p>One of the basic tools of success in the 21st century workplace is the ability to combine effective verbal presentation skills with practical visual design to facilitate effective communication in a public-speaking setting. In this course, students will hone their English public-speaking skills for use in presentations to both small and large groups of listeners. They will also consider ways in which a visual message may be enhanced in stand-alone, sequential, and pre-recorded material.</p> <p>Whenever possible, students will be given the opportunity to create and present their own materials for self, peer and instructor critique.</p> <p>While some prior familiarity with presentation software is desirable, time will be spent on the basics of creating media such as PowerPoint presentations and video compositions.</p>		
Course Objectives	<p>Students will:</p> <ul style="list-style-type: none"> • learn how principles of conceptual planning and visual design can enhance the effectiveness of presentation materials. • examine criteria by which appropriate media, technology and presentation styles may 		

	<p>be selected to fulfill a variety of needs.</p> <ul style="list-style-type: none"> • plan and deliver short instructional presentations • develop a practical familiarity with basic presentation technologies 		
Prerequisite	CEFR B1 preferred		
Course Schedule	No	Contents	Homework
	1	Why do presentations fail? Discussion: establishing criteria for good/bad presentations and presenters	Draft rubric
	2	Presentation Rubrics and individual goals. Audience analysis, learning styles, establishment of lesson/presentation objectives, rubrics.	Prepare for discussion
	3	Speaker only presentations. Criteria and considerations. Preparation and presentation.	Begin preparations for speaker only presentations
	4	Visual Literacy vs Visual Design	Reading 1
	5	Elements of visual design (contrast, repetition, alignment, proximity)	Reading 2
	6	Fixed-media: Poster presentations. Prepare drafts for fixed-media presentation for mid-sized groups.	Draft fixed-media presentation
	7	Preparation and presentation. Review personal goals for improvement.	Reflection and feedback
	8	Principles of dynamic media design Elements of effective multimedia and dynamic presentation design: clarity and relevance	Reading 3
9	Principles of dynamic media design Elements of effec-	Reading 4	

		<p>tive multimedia and dynamic presentation design: animation and plot</p>	
	10	<p>Dynamic media: Project planning Idea flow, continuity, and “storytelling” through media.</p>	<p>Draft dynamic media proposal</p>
	11	<p>Dynamic media: Project planning Translation of outlines to storyboards.</p>	<p>Complete storyboards</p>
	12	<p>Preparation and presentation. Review personal goals for improvement.</p>	<p>Complete statement of personal goals</p>
	13	<p>Standalone media: project planning Conceptualize and draft an instructional video. Standalone media: project planning Outlining and storyboarding of video concepts. Digital Video Production and Editing. Considerations for video recording and post-production editing.</p>	<p>Prepare for oral presentation of proposal</p>
	14	<p>Justify design and technique choices in oral presentation.</p>	<p>Reflect and revise proposal</p>
	15	<p>Revised rubric and criteria from the beginning of the course. Self, peer, and instructor feedback.</p>	<p>Prepare for final examination</p>
Grading		<p>Quiz 4 x 10 % (40%)</p> <p>Assignments 3 x 10 % (30%)</p> <p>Final exam 30 %</p>	
Textbooks		<p>Materials will be provided by instructor</p>	
References			
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