RĪGAS TEHNISKĀ UNIVERSITĀTE

RTU Course "Communication and Presentation Skills"

33000 Datorzinātnes, informācijas tehnoloģijas un enerģētikas fakultāte

General data

Code	DE0729
Course title	Communication and Presentation Skills
Course status in the programme	Compulsory/Courses of Limited Choice
Responsible instructor	Marina Platonova
Academic staff	Antra Roskoša Zane Seņko Tatjana Šmirnova Tatjana Kelebeka
Volume of the course: parts and credits points	1 part3.0 ECTS credits
Language of instruction	LV, EN
Abstract	The study course develops soft skills of the students to promote advanced interpersonal communication, abilities to work well in teams, manage time and get successfully and efficiently engaged in networking. The acquired skills are needed to attain higher levels of cognitive flexibility, enhance critical thinking skills, get involved in multiple interrelated and reciprocally amplifying creative activities, contributing to communicative acts leading to cross-fertilization of ideas and development of willingness to learn and act under pressure. Students master practical techniques to communicate and reinforce their message at various levels and in various contextual situations, allowing them to focus on their target audience needs and expectations. Students learn how to assess their performance critically, comprehend communicative and networking situations and context, learn to address the issues in different communicative modes. Students draw up reports, theses, summaries, organize and maintain debates and discussions on various popular scientific, as well as topical professional themes and subjects, etc.
Goals and objectives of the course in terms of competences and skills	The goal of the study course is to develop students' public speaking skills for seminar and conference presentations considering the criteria for successful presentations. Objectives of the study course: - to develop a set of students' soft skills; - to develop students' advanced interpersonal communication skills; - to improve students' competence to critically evaluate their own and other people performance; - to develop students' networking skills; - to acquaint students with speech composition techniques, speech structure, psychological and persuasive aspects of speech; - to develop students' ability to pass information to other people efficiently via different modes, - to help students attain higher level of cognitive flexibility; - to teach to format presentations in different ways: static visual (for overhead projector and PowerPoint), action visual (Video), mute (gesture, no sound), - to develop students' ability to persuade, evaluate people, their performance and the situation; - to develop students' stress and conflict management skills.
Structure and tasks of independent studies	A report on a topical research issue in the selected field, portfolio of written tasks.
Recommended literature	Obligātā:. / Obligatory: 1. Dionne, Jean-Philippe. Presentation Skills for Scientists and Engineers : the slide master /Jean-Philippe Dionne., ix, 130 lpp. : ilustrācijas ; 25 cm 2. Theobald, Theo,. Develop your presentation skills : how to inspire and inform with clarity and confidence /Theo Theobald., xi,169 pages : ilustrācijas ; 23 cm. 3. Patil, Shailesh. Handbook on public speaking presentation & communication skills : princiles & practices to create high impact presentations & meaningful conversations /Shailesh Patil., 92 lpp. : ilustrācijas ; 23 cm 4. Bradbury, Andrew. Izcilas prezentācijas prasmes / Endrū Bredberijs ; [no angļu valodas tulkojusi Liliāna Rodžere]. Rīga : Zvaigzne ABC, [c2008]., 139 lpp. : il. ; 22 cm. 5. Kraģis, Indars,. Oratora meistarība : publiskās runas teorija un prakse /Indars Kraģis ; atbildīgā redaktore Kristīne Lapiņa ; ilustrācijas: Silvija Kraģe ; vāka grafiskais noformējums: Margarita Stoka., 262, [1] lpp. : ilustrācijas, tabulas ; 21 cm Papildu:. / Additional: 1. Wide, Peter. Mastering technical communication skills : a student's handbook /Peter Wide., ix, 106 lpp. : ilustrācijas ; 24 cm 2. Carnegie, Dale,. The art of public speaking / Dale Carnegie ; with a foreword by Dr. Grenville Kleiser of Yale University. Paramount, CA : EBK Books, 2015., 312 lpp. 3. Zanders, Edward D.. Presentation skills for scientists : a practical guide /Edward Zanders, PharmaGuide Ltd, Lindsay MacLeod., xii, 80 lpp. : ilustrācijas ; 23 cm 4. Milēviča, Inga. Veiksmes retorika / Inga Milēviča ; recenzenti: Dr.philol. Dite Liepa, Dr.sc.soc. Renāte Cāne., 253 lpp. : diagrammas, ilustrācijas, tabulas ; 25 cm
Course prerequisites	English language skills at level B2 according to CEFR, if the study course is acquired in English.

Course contents

Content	Full- and part-time intramural studies		Part time extramural studies	
	Contact Hours	Indep. work	Contact Hours	Indep. work
Introduction. Goals and objectives of the study course. Importance of developing soft skills.	2	3	1	3

The nature and types of interpersonal communication.	2	3	2	6
The notion of cognitive flexibility. Strategies for development of cognitive flexibility.	2	3	2	6
Development of interpersonal communicative competence. Effective communication.	2	3	1	3
Speech. Speech presentation techniques. The purpose of the speech. Time management.	2	3	1	3
The structure of speech, psychological aspects. Comprehensibility.	2	3	2	6
Non-verbal communication. Gestures, pauses, eye contact, intonation.	2	3	1	3
Digital communication skills.	2	3	2	6
Efficient networking skills. Teamwork and group performance.	2	3	1	3
Addressing ideas creatively. Cross-fertilization techniques.	2	3	1	3
Critical assessment of own presentation. Students' presentations are video-recorded for further analysis.	2	3	1	3
Discussions. Expressing and substantiating own opinion. Discussion techniques.	2	3	1	3
Business protocol, its main elements.	2	3	1	3
Dealing with stress: Improvisation. Impromptu speaking. Destabilization and propaganda techniques.	2	3	1	3
Discussions. Discussion techniques. Handling follow-up questions. Stress management.	2	3	1	3
Defending creative ideas. Organization of the scientific report. The viva voce.	2	4	1	3
Total:	32	49	20	60

Learning outcomes and assessment

Learning outcomes	Learning outcomes assessment methods and assessment criteria
Is able to use verbal and non-verbal communication skills, presenting reports and theses on professional issues in English.	Presentation (reports, theses), video recorded presentation, exam.
Is able to differentiate and select relevant speech compilation techniques, develop the content of the speech and use definite presentation techniques, taking into consideration various psychological factors.	Seminars, exam.
Is able to use a variety of presentation formats selected to reach a particular purport of communication.	Seminars, presentations
Is able to inform the audience persuasively and enthusiastically, maintaining rapport with the listeners.	Seminars, video recorded presentation, exam.
Is able to understand, recognize and critically analyse widely used propaganda techniques, is able to counter them.	Seminars, discussions, case studies.
Is able to recognize a high level of value on etiquette and protocol during any type of business deals.	Seminars, discussions, case studies.
Is able to manage time efficiently.	Seminars, discussions, case studies.
Is able to work individually and as part of the team, is able to manage and motivate the team.	Seminars, discussions, case studies.
Is able to efficiently use stress and conflict management techniques.	Discussions, case studies.
Is able to listen attentively, assess, appreciate, criticise presentations of other students.	Report.

Course tests

Tests	% of final assessment
Seminars. Discussions	10
Report	20
Presentations, case studies	20
Video recorded presentation	20
Exam	30
Total:	100

Course planning

Part	Semester			CP	Academic hours			Tests		
	Autumn	Spring	Summer		Lectures	Practical	Lab.	Test	Exam	Work
1.	*	*		3.0	0.0	32.0	0.0		*	