

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	<p>Category 4 – (1): Interactive Lectures</p> <p>Category 4 – (7): Spoken summaries/paraphrases</p> <p>Category 1 – (1): Self-assessment</p> <p>Category 4 – (9): Pair and groups work</p> <p>DP1: Scientific thinking skills</p>	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"> <li>learn how principles of conceptual planning and visual design can enhance the effectiveness of presentation materials.</li> </ul>		

	<ul style="list-style-type: none"> <li>• examine criteria by which appropriate media, technology and presentation styles may be selected to fulfill a variety of needs.</li> <li>• plan and deliver short instructional presentations</li> <li>• develop a practical familiarity with basic presentation technologies</li> </ul>		
Prerequisite	CEFR B1 preferred		
<b>Course Schedule</b>	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 presentations (about the Miyazaki/Kyushu region) for mid-sized groups. <i>(SPARC compliant)</i>	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 effective multimedia and dynamic presentation design: animation and plot	Reading 4
	10	Dynamic media: Project planning Idea flow, continuity, and “storytelling” through media. ( <i>SPARC compliant</i> )	Draft dynamic media proposal
	11	Dynamic media: (about the Miyazaki/Kyushu region) Project planning Translation of outlines to storyboards. ( <i>SPARC compliant</i> )	Complete storyboards
	12	Preparation and presentation. Review personal goals for improvement.	Complete statement of personal goals
	13	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.	Prepare for oral presentation of proposal
	14	Justify design and technique choices in oral presentation.	Reflect and revise proposal
	15	Revised rubric and criteria from the beginning of the course. Self, peer, and instructor feedback.	Prepare for final examination
Grading	Quiz	4 x 10 % (40%)	
	Assignments	3 x 10 % (30%)	
	Final exam	30 %	
Textbooks	Materials will be provided by instructor		
References			

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