

**B.COM SECOND YEAR
SEMESTER IV
PRESENTATION SKILLS
SOFT SKILLS**

Course Content:

Module No.	Topics / Chapters Name
I	<u>Unit 1: Introduction</u> <ul style="list-style-type: none">• What is Presentation• Defining the Purpose of Presentation• Analyzing Audience and Locale
II	<u>Unit 2: Presentation Strategies</u> <ul style="list-style-type: none">• Organizing content of Presentation• Preparing an outline• Other nuances for successful presentation
III	<u>Unit 3: Body Language in Presentations</u> <ul style="list-style-type: none">• Personal Appearance• Posture & Gesture• Facial Expressions & Eye Contact• Proxemics & Paralinguistics
IV	<u>Unit 4: Use of Technology in Presentations.</u> <ul style="list-style-type: none">• Use of Audio- visual Aids• Slide Presentation