

You may have already had exposure to public speaking and giving presentations, or perhaps you shudder at the thought. This module introduces you to the art and science of putting together an impressive presentation. You will develop key strategies needed to prepare and deliver professional presentations. Doing so so requires a range of skills. Foremost is the ability to communicate well. Whether for business, school, or in everyday life, the ability to communicate effectively and with confidence is a core skill. But not everyone is a gifted communicator.

The art of communication involves the effective transmission of facts, ideas, thoughts, feelings, and values. Speech is a key skill in communicating. Conversational speech may come easy to some, but communicating verbally in a professional context may not. Professional speaking can be thought of as a rhetorical skill. To be effective, you need to understand not only what to say but also how to say it. You will learn about key elements of rhetoric as a function of communication and how it can be applied to professional presentations.

Module 3: Presentations

Professional Communications OER

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