

# Communication and Presentation Skills

## Course learning outcomes

### The learner will able to:

- a) Understand the concept of attitude in communication.
- b) Think positively to communicate confidently.
- c) Using non-verbal communication to interact better with the audience.
- d) Communicate the facts and eliminating biases.
- e) Is aware of the emotions that may arise during communication and be able to direct these emotions to make the speech/presentation to stick.
- f) Plan, compose, and revise the intended speech/presentation.
- g) Identify ethical issues in communication.
- h) Listen to, and handle question and answer sessions effectively.
- i) Analyse the audience's needs.
- j) Get the audience's attention.
- k) Master the delivery of the speech/presentation.
- l) Make use of microphones and visual aids.
- m) Overcome fear and nervousness.
- n) Make an impact at various meetings/presentations.
- o) Show effectiveness in debates.

