HUMS1006

Presentation and Communication Skills

Term Two // 2021

School of the Arts and Media // UNSW Arts, Design & Architecture

Course Overview

Staff Contact Details

Convenors

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The School of the Arts and Media would like to Respectfully Acknowledge the Traditional Custodians, the Bedegal (Kensington campus), Gadigal (City and Art & Design Campuses) and the Ngunnawal people (Australian Defence Force Academy in Canberra) of the lands where each campus of UNSW is located.

Course Details

Credit Points 6

Summary of the Course

Find your voice and speak with confidence. Tell a story, pitch a concept, engage an audience and share ideas. In this course, you will learn how to make your mark in the world. You will develop skills in presentation and communication used by influential leaders, compelling storytellers and effective presenters. You will study storytelling by leading actors, motivational speeches by powerful communicators, and public speaking in professional practice. Practical workshops will introduce you to techniques of audience awareness, physical presence and vocal projection. By following examples and rehearsing in class, you will develop the confidence to present your ideas in an authentic voice and communicate your message with clarity and conviction.

Course Learning Outcomes

1. describe and evaluate how presenters communicate in a range of genres and contexts
2. analyze and apply presentation techniques in vocal projection, physical presence, audience awareness, and clear communication
3. plan, rehearse and deliver an engaging presentation for an audience
4. respond constructively to presentations given by others

Teaching Strategies

The lectures survey the genres and contexts of oral communication, public speaking and creative presentation in professional practice and social life. They also address key concepts, issues and approaches in creating effective presentations. In this teacher-led strategy, learning will be example-driven, providing a model for how students can develop presentation skills by studying great presentations given by influential leaders, talented performers, and compelling storytellers.

The tutorials provide an interactive learning environment for students to develop presentation skills through practical exercises and immediate feedback. Practical activities taught in a workshop-mode introduce students to techniques of audience awareness, physical presence and vocal projection. By following examples and rehearsing in class, students will develop the confidence to present their own stories in an authentic voice and communicate messages with clarity and conviction. This a practice-based strategy for learning-by-doing. The tutorials also provide the context for the first assessment task: In-class and online exercises, 2 x 3 minute presentations, one recorded (audio or video), one live. Students re-perform a great speech recorded by an actor, politician or leader. In a second task, students improve the performance of a ‘bad’ presentation. Both task provide opportunities to describe how presenters communicate and embody techniques.

The online content is for personalised, self-directed learning. Students are offered a menu of online content from which they choose a personalised sequence relevant to their own professional context and individual learning needs. Students will complete a set number of modules from the menu. The menu will include content and learning activities in three streams: (1) presentation genres (dramatic monologues, great speeches, storytelling, stand-up comedy, political speeches, elevator pitches, keynote presentations, business presentations, ceremonial speeches and so on); (2) aspects of presentation technique (oral rhetoric, vocal projection, acting technique, audience address, speaking to camera, listening and asking questions, improvisation and so on); and (3) examples of presentations, both

effective and 'bad', relevant to the professional contexts and discipline of the students. The online learning feeds into the second assessment task: an analytical report on a case study, 1,500 words. Students write a report analyzing context, genre and techniques in a presentation chosen from a list of live and recorded examples. The report provides an opportunity for students to evaluate how presenters communicate and to analyze their technique.

The final assessment task is a student-led learning strategy. Each student prepares an original presentation in a specific genre, drawing on content that is relevant to them. They deliver the presentation either live in class, or as a recording suitable for online distnr6 iion del n trateng schniq

Assessment

Students Please Note

All marks are provisional until they have been formally confirmed by the Faculty Academic Quality Committee at the conclusion of each term. Marks may be subject to change for various reasons including the application of late penalties, moderation and the application of academic misconduct penalties.

Students are required to make a genuine attempt at each assessment task in order to be elligble to past this course.

Assessment Tasks

Assessment task	Weight	Due Date	Student Learning Outcomes Assessed
Presentation	40%	Not Applicable	2, 3, 4
Analytical Report	30%	2.1 Due Monday 21 June, 5pm; 2.2 Due Monday July 19, 5pm; 2.3 Due Friday August 6, midnight	1, 2
In-class and Online Exercises	30%	Presented in class in Weeks 3 and 5. 1.1 Due Tuesday 15; 2.2 Due on Tuesday June 29	1, 2

Assessment Details

Assessment 1: Presentation

Start date: 27/07/2021 10:00 AM

Length: 6 mins

Details:

6 minute (900 word equivalent) presentation, either live or recorded.

Turnitin setting: This is not a Turnitin assignment

Assessment 2: Analytical Report

Start date: Not Applicable

Length: 3 x 500 word assignements due Weeks 4, 9 and 10.

Details:

3 x 500 word analytical reports uploaded via Turnitin.

Feedback via LMS: rubric indicating level of performance against each assessment criteria, written formative feedback, and percentage grade.

Turnitin setting: This assignment is submitted through Turnitin and students do not see Turnitin similarity reports.

Assessment 3: In-class and Online Exercises

Start date: Not Applicable

Length: 2-3 mins each presentation - 2 presentations total

Details:

2 x 2-3 minute in-class presentations facilitated by online modules.
Feedback via LMS: rubric indicating level of performance against each assessment criteria, written formative feedback, and percentage grade.

Additional details:

Please see the course Moodle for more information.

Turnitin setting: This is not a Turnitin assignment

Resources

Prescribed Resources

The Moodle gallery provides an extensive resource of videos, technique rehearsal workshops and practical exercises.

Recommended Resources

Course Evaluation and Development

Informal and formal feedback is gathered on this course, particularly through the scaffolded achievements students express in their assessment tasks. In 2020 this course was run entirely online, in 2021 we will be bridging our recent discoveries with online presentation formats with traditional presentation formats.

Submission of Assessment Tasks

Turnitin Submission

If you encounter a problem when attempting to submit your assignment through Turnitin, please telephone External Support on 9385 3331 or email them on externalteltsupport@unsw.edu.au . Support hours are 8:00am – 10:00pm on weekdays and 9:00am – 5:00pm on weekends (365 days a year). If you are unable to submit your assignment due to a fault with Turnitin you may apply for an extension, but you must retain your ticket number from External Support (along with any other relevant documents) to

Academic Honesty and Plagiarism

Plagiarism is using the words or ideas of others and presenting them as your own. It can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement.

UNSW groups plagiarism into the following categories:

Copying: using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This also applies to images, art and design projects, as well as presentations where someone presents another’s ideas or words without credit.

Inappropriate paraphrasing: Changing a few words and phrases while mostly retaining the original structure and/or progression of ideas of the original, and information without acknowledgement. This also applies in presentations where someone paraphrases another’s ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.

Collusion: working with others but passing off the work as a person’s individual work. Collusion also includes providing your work to another student before the due date, or for the purpose of them plagiarising at any time, paying another person to perform an academic task, stealing or acquiring another person’s academic work and copying it, offering to complete another person’s work or seeking payment for completing academic work.

Inappropriate citation: Citing sources which have not been read, without acknowledging the "secondary" source from which knowledge of them has been obtained.

Duplication ("self-plagiarism"): submitting your own work, in whole or in part, where it has previously been prepared or submitted for another assessment or course at UNSW or another university.

Correct referencing practices:

- Paraphrasing, summarising, essay writing and time management
- Appropriate use of and attribution for a range of materials including text, images, formulae and concepts.

Individual assistance is available on request from The Learning Centre (http://www.lc.unsw.edu.au/). Students are also reminded that careful time management is an important part of study and one of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting and proper referencing of sources in preparing all assessment items.

UNSW Library also has the ELISE tool available to assist you with your study at UNSW. ELISE is designed to introduce new students to studying at UNSW but it can also be a great refresher during your

- understand your rights and responsibilities as a student at UNSW
- be aware of plagiarism, copyright, UNSW Student Code of Conduct and Acceptable Use of UNSW ICT Resources Policy
- be aware of the standards of behaviour expected of everyone in the UNSW community
- locate services and information about UNSW and UNSW Library

Some of these areas will be familiar to you, others will be new. Gaining a solid understanding of all the related aspects of ELISE will help you make the most of your studies at UNSW.
http://subjectguides.library.unsw.edu.au/elise/aboutelise

Academic Information

For essential student information relating to: