


Discipline	Presentation Skills code: 32a semester – winter	
Specialty	Industrial Management	
ECTS credits: 7	Form of assessment: Examination	
Lecturer	Prof., PhD Siyka Demirova Room 501 Phone: +359 /383 612 Mobile Phone: +359 878148194 E-mail: <a href="mailto:s_demirova@tu-varna.bg">s_demirova@tu-varna.bg</a>	
Department	Industrial Management	
Faculty	Faculty of Mechanical Engineering and Technologies	

**Learning objectives:**  
 The purpose of the curriculum in the discipline "Presentation Skills" is to prepare students for the effective use of presentation skills in achieving organizational goals by successfully building a relationship with the audience, even in cases where this is not desired. Trainees will be able to deal with all kinds of unexpected events, including questions, interjections, cross-fire between the audience, aggressive comments about the presentation, hostility and personal attacks on them. Seminar exercises will prepare students how to: begin their presentations with strong and intriguing introductions; to behave during presentation; use different public speaking techniques; to present the topic in an impactful way; to maintain interactive communication with the audience; to end in a memorable way. After the end of the course of lectures and seminar exercises, students will acquire knowledge and skills in verbal and non-verbal communication using digital means.

**CONTENTS:**

Training Area	Hours lectures	Hours laboratory exercises
TOPIC 1. Introduction to the study discipline	2	1
TOPIC 2. Nature and types of presentations	2	1
TOPIC 3. How and what sources of information should we use?	2	1
TOPIC 4. Shaping and structuring the presentation	2	1
TOPIC 5. Personal and physical presentation skills	4	1
TOPIC 6. Planning the main parts	4	2
TOPIC 7. Technical equipment	2	1
TOPIC 8. Structure of the presentation	4	2
TOPIC 9. Visual implementation	4	2

TOPIC 10. Personal presentation	2	2
Topic 11. Evaluating a presentation	2	1