

Presentation and Discussion (PD)



Class Handbook

Introduction, Syllabus, and Assignments

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Presentation and Discussion (PD)



COURSE INTRODUCTION

In Presentation and Discussion (PD), you will learn how to compose short but complex presentation scripts for different audiences and purposes, making use of different methods of development (MOD) (e.g., process analysis). Over the semester you will learn how to deliver successful **formal presentations** and engage in **informal talks** on a wide range of topics of personal/professional interest.

PD is made up of four modules, and we will spend three weeks (one 2-hour class per week) each module examining the organization and language features of a particular MOD. You will analyze models, learn specific presentation skills, and practice giving short impromptu speeches and sharing ideas in discussions to develop spoken fluency. Pre-class homework should be anticipated, and group work will be the norm during class.

PD has been specially designed for **upper-intermediate** (B2) English-language learners and to better prepare **translators** and **interpreters** to meet the following professional workplace demands:

1. **creating** presentation scripts and material (from scratch/with the aid of **AI applications**).
2. **translating** Korean-language presentation material for an English-speaking audience.
3. **evaluating, revising, and editing AI chatbot** generated presentation scripts.

COURSE AIM(S)

PD has been designed to help students

- deliver a wide range of effective oral presentations and engage in small group discussions more fluently and confidently.

SUPPLEMENTARY TEXTBOOK(S)

Dell, F., & McCarthy, M. (2008). *English collocations in use*. Cambridge. [reference only, PDF available]

Dell, F., & McCarthy, M. (2017). *English vocabulary in use*. Cambridge. [reference only, PDF available]

Grussendorf, M. (2007). *English for presentations*. Oxford. [reference only, PDF available]

EDTECH RESOURCES

1. PC/laptop (for Zoom meetings, word processing, viewing e-documents)
2. Moodle class website: <http://class.igse.ac.kr> (enrolment key: **PD**)
3. ChatGPT, Perplexity, NaturalReader

Syllabus

SECTION	MODULE	CONTENT
	—	Course Introduction Reading: N/A
Learn	01	MOD: Process Analysis Reading: See class website
	01	Presentation Skills: Introductions Reading: N/A
Apply	01	Individual Presentations Reading: N/A
Learn	02	MOD: Cause-and-Effect Analysis Reading: See class website
	02	Presentation Skills: Signposting Reading: N/A
Apply	02	Individual Presentations Reading: N/A
Learn	03	MOD: Comparison-Contrast Analysis Reading: See class website
	03	Presentation Skills: Using Numbers Reading: N/A
Apply	03	Individual Presentations Reading: N/A
Learn	04	MOD: Argumentation Reading: See class website
	04	Presentation Skills: Using Graphs and Charts Reading: N/A
Apply	04	Individual Presentations Reading: N/A
	—	Course Review & Impromptu Talks and Discussions Reading: N/A
	—	Consultation Reading: N/A

Note: Syllabus subject to change (depending on national holidays, special IGSE lectures, etc.). See class website for updates.

ASSESSMENT

Due	Weight	Assignment
Continuous	20%	1. Participation
Continuous	40%	2. Presentation 1
Continuous	40%	3. Presentation 2

1. PARTICIPATION

Grades will be awarded at the instructor's discretion based on the following general criteria:

1. Punctuality (e.g., arriving to class on time) —
2. Preparedness (e.g., having required readings done before class) —
3. Engagement (e.g., working on presentations/group work meaningfully) —
4. Attitude (e.g., taking some responsibility for your own learning) —

📖 See the file "**Participation—Grading Criteria**" on the class website for details.

TOTAL **10**

Submission

Due Date: Continuous

Format: N/A

2–3. PRESENTATIONS

Grades will be awarded at the instructor's discretion based on the following criteria:

1. Topic Development —
2. Coherence & Cohesion —
3. Fluency —
4. Language —
5. Aids (eg, PPT, handouts) —

📖 See the file "**Presentation—Grading Criteria**" on the class website for details.

TOTAL **20**

Submission

Due Date: Continuous

Format: N/A