

Presentation and Discussion (PD)



Class Handbook

Introduction, Syllabus, & Assessment

Christopher Douloff
International Graduate School of English
christopher@igse.ac.kr

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 **structured 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 to develop spoken fluency. Some out-of-class work should be anticipated. Pair 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 **interpreters** and **translators** 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. Class website: <http://class.igse.ac.kr> (enrolment key: **PD**)
3. ChatGPT, Perplexity, NaturalReader

SYLLABUS

FOCUS	MODULE	CONTENT
	—	Course Introduction Reading: N/A
Study	01	Process Analysis Reading: See class website
	01	Presentation Skills: Introductions Reading: N/A
Apply	01	Individual Presentations Reading: N/A
Study	02	Cause-and-Effect Analysis Reading: See class website
	02	Presentation Skills: Signposting Reading: N/A
Apply	02	Individual Presentations Reading: N/A
Study	03	Comparison-Contrast Analysis Reading: See class website
	03	Presentation Skills: Using Numbers Reading: N/A
Apply	03	Individual Presentations Reading: N/A
Study	04	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). 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 based on the following criteria:

1. Punctuality (e.g., arriving to class on time) —
2. Preparedness (e.g., having homework done before class) —
3. Engagement (e.g., working on activities/group work meaningfully) —

 See the file “**Participation—Grading Criteria**” on the class website.

TOTAL **10**

Submission

Due Date: Continuous
Format: N/A

2–3. Presentations

Grades will be awarded based on the following criteria:

1. Topic Development —
2. Coherence & Cohesion —
3. Fluency —
4. Language —
5. Aids (e.g., PPTs, handouts) —

 See the file “**Presentation—Grading Criteria**” on the class website.

TOTAL **20**

Submission

Due Date: Continuous
Format: N/A