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科目授業名 Course Title	Business Presentation (SPRING)						
担当者 Instructor	STANISLAWSKI Sumire						
開講期 Semester / Year	2017年度 春学期	曜日時限 Timetable	水曜3限				
教室 Room	242教室	単位数 Credits	2.0				
授業コード Class Code	B3142001E1	履修年次 Enrollment Year	2				
科目ナンバリング	M-MNG302						
授業内容 Course Description	This is an introductory course on presentation skills in a business context. Public speaking skills will be taught, including effective use of visual materials (i.e., PowerPoint). Students will also learn how to give constructive feedback to others. Students must be prepared to create presentation materials, to present in front of a class, and to give and receive feedback. After completion of this course, students should be confident in their abilities as an effective communicator.						
到達目標 (授業の狙い) Objectives	Students will learn basic theories of presentations and use them to build their presentation skills. Also, they will learn how to give and receive constructive criticism. After completing this course, students should be able to give effective presentations.						
授業方法 Method of Instruction	The course consists of lectures, case studies, practicals and critiques. Lectures will be based on assigned readings and other materials as needed. A substantial amount of time will be spent on in-class critiques and presentation by students. Students must be prepared to learn how to use PowerPoint, give multiple presentations, and give constructive criticism.						
準備学習 Class Preparation	Students are expected to complete assigned readings prior to class, prepare materials for discussions and presentations, and actively engage in class discussions.						
教科書 Text	Duarte, Nancy (2012), HBR Guide to Persuasive Presentations, Boston: Harvard Business Press.						
参考文献 Reference Books							
授業計画 Course Outline							
第1回	Introduction						
第2回	What is Constructive Criticism?						
第3回	Presentation: Focus on Body Language						
第4回	Audience						
第5回	Presentation: Focus on Audience						
第6回	Message						
第7回	Presentation: Focus on Message						
第8回	Story						
第9回	Presentation: Focus on Story						
第10回	Media and Slides						
第11回	Presentation: Focus on Media and Slides						
第12回	Delivery						
第13回	Presentation: Focus on Delivery						
第14回	Impact						
第15回	Final Presentation						
成績評価基準 Evaluation							
平常点% Class Evaluation	30	定期試験% Exam	40	レポート% Report	0	その他% Others	30
その他詳細 Details	Grading Details: Class Participation and Critiques 30%; Presentations: 30%; Final Presentation: 40%						
特記事項 Particular Note							
授業に関する質問への対応 Professor Contact Hours	Talk to me before and after class or via email.						