



HANYANG UNIVERSITY

2018 HISS Syllabus

[Techno English Presentation Skills]

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Dept.:	CEEC

Description: This course primarily focuses on presentation skills, with a secondary focus on job preparation. The major assignments are two formal source-based oral presentations. During the course, students learn in-depth about the story, visual, and physical message of presentations, and prepare and perform practice presentations most days. Self-regulated learning will be encouraged throughout the course. This will involve numerous types of peer and self-assessment tasks, plus video-recording and self-assessing of formal presentations. Students can also work on their writing skills through a short self-assessment written assignment, and by writing a formal email. In addition, students learn about preparing for job interviews, and how to write an effective English resume. An optional extra assignment is to write either a cover letter or SOP (Statement of Purpose). Skills acquired in the “Technical English Presentation Skills and Job Preparation” course can be transferred to any business, academic or social situation in the globalized world. Diligent students will be able to express their ideas in a more organized and coherent manner. Enthusiastic students should be prepared for a highly interactive course.

Objective: The main objective in the course is for students to learn in considerable detail about presentation skills, and to be trained in techniques to help them master this increasingly essential academic and life skill. In addition to presentation skills, a significant portion of the course is dedicated to job preparation. Class time will be spent on training for job interviews, and students will do simulated interviews to prepare for future job interviews. Students are also expected to produce an English resume and job application cover letter. Alternatively, for students wishing to pursue further education, they can choose to write a graduate school application SOP instead of the cover letter. Due to the intensive nature of the summer semester, the cover letter assignment is optional and just done for feedback. Students will learn and put into practice basic writing theory for business email writing, and demonstrate self-awareness in a short reflective essay. In summary, the aims of the course are that students will significantly develop their presenting ability, improve public speaking confidence, and acquire the knowledge to become presentation skills critics. Furthermore, students will be better prepared for post-university job searches or postgraduate applications.

Preparations: Technical English Presentation Skills and Job Preparation Workbook

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Schedule:	Week 1	Presentation skills theory & training: General presentation tips, presentation structure, nonverbal communication, and introductions. In-class practice presentations.
	Week 2	Presentation skills theory & training: Transitions and conclusions, academic content, visual aids, voice inflection, and professional presentation analysis. First formal presentation and practice presentations continued.
	Week 3	Presentation skills theory & training: Q&A tips and training, impromptu speeches, and more practice presentations. Job preparation theory & training: Theory and tips for answering interview questions, how to write a résumé and cover letter, and job interview practice.
	Week 4	Presentation skills theory & training: Last practice presentation and final formal presentation. Job preparation theory & training: Simulated job interviews and formal job interview test.

Evaluation:	Midterm (%)	Final (%)	Attendance (%)	Assignments (%)	Participation (%)	Etc. (%)
	20	25	10	20	10	15