

Semester “Spring 2011”

Communication Skills

MCM301

Assignment No. 02

Marks:15

“Presentation skills”

Presentations skills are very useful in many ways for work and also in personal life. Effective presentations and public speaking skills are important in business, sales and selling, training, teaching, lecturing or for generally entertaining an audience. The formats and purposes of presentations can be different, depending upon the requirement and environment. Developing the confidence and capability to give good presentations, and to stand up in front of an audience and speak well can also be regarded as most helpful tool for self development.

Dear students your assignment is:

1. Plan a presentation on the topic of your choice.
2. Write an outline for an oral presentation.

You must submit the following: (3 marks each)

- A brief description of the anticipated audience
- The purpose of your talk
- The outline
- A description of the setting, room layout, equipment, etc.
- The description of visuals, if you want to add any visuals in your presentation using multimedia.

Note:

You have to prepare assignment in MS word 2003 format. No multimedia slides or PPT are required. Only descriptive solution is required.

Important Tips

1. This Assignment can be best attempted from the knowledge acquired after watching video lecture no. 1 to lecture no.25 and reading handouts as well as recommended text book).
2. Lectures can be downloaded for free from www.youtube.com/vu.

Schedule

Opening Date and Time	7 th June , 2011 At 12:01 A.M. (Mid-Night)
Due Date and Time	13 th June , 2011 At 11:59 P.M. (Mid-Night)

Note: Only in the case of Assignment, *24 Hrs extra / grace period* after the above mentioned due date is usually available to overcome uploading difficulties which may be faced by the students on last date. This extra time should only be used to meet the emergencies and above mentioned due dates should always be treated as final to avoid any inconvenience.

Important Instructions:

Please read the following instructions carefully before attempting the assignment solution.

Deadline:

- Make sure that you upload the solution file before the due date. No assignment will be accepted through e-mail once the solution has been uploaded by the instructor.

Formatting guidelines:

- Use the font style "Times New Roman" and font size "12".
- It is advised to compose your document in MS-Word 2003.
- Use black and blue font colors only.

Solution guidelines:

- Use APA style for referencing and citation. For guidance search "APA reference style" in Google and read various website containing information for better understanding or visit <http://linguistics.byu.edu/faculty/henrichsenl/apa/APA01.html>
- Every student will work individually and has to write in the form of an analytical assignment.
- Give the answer according to question, there will be negative marking for irrelevant material.
- For acquiring the relevant knowledge don't rely only on handouts but watch the video lectures and use other reference books also.

Rules for Marking

Please note that your assignment will not be graded or graded as Zero (0) if:

- It has been submitted after due date
- The file you uploaded does not open or is corrupt
- It is in any format other than .doc (MS. Word)
- It is cheated or copied from other students, internet, books, journals etc...