

# 102-1 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	英語簡報及文書處理	Serial No. / ID	2276 / ELF1061
Dept.	英美語文學系	School System / Class	大學日間部1年1班
Lecturer	曹秀蓉	Full or Part-time	專任
Required / Credit	Required / 3	Graduate Class	No
Time / Place	(一)2 / J408 (一)56 / J415-1	Language	English

Introduction
Aim of this subject is to gain the ability to present self confidently and professionally, manage verbal and nonverbal parts of the speech, be able to deal with stage-fright and to work with the audience – how to get attention and how to interest.

Outline
Introduction to the Course
The Physical Message
* Posture and Eye Contact
* Gestures
* Voice Inflection
The Visual Message
* Effective Visuals
* Explaining Visuals
The Story Message
* The Introduction
* The Body
* The Conclusion

Prerequisite
N/A