

# Workshop on Effective Powerpoint Creation Presentation Skills

**Workshop on Effective PowerPoint Creation and Presentation Skills**  
*Organized by the Department of English, Duliajan College, Duliajan*

**MODULE I (Technical Skills)**

**Objective:**  
This module is designed to introduce the students to the technical aspects of creating, designing and preparing a presentations using MS PowerPoint.

**Expected Learning Outcomes:**

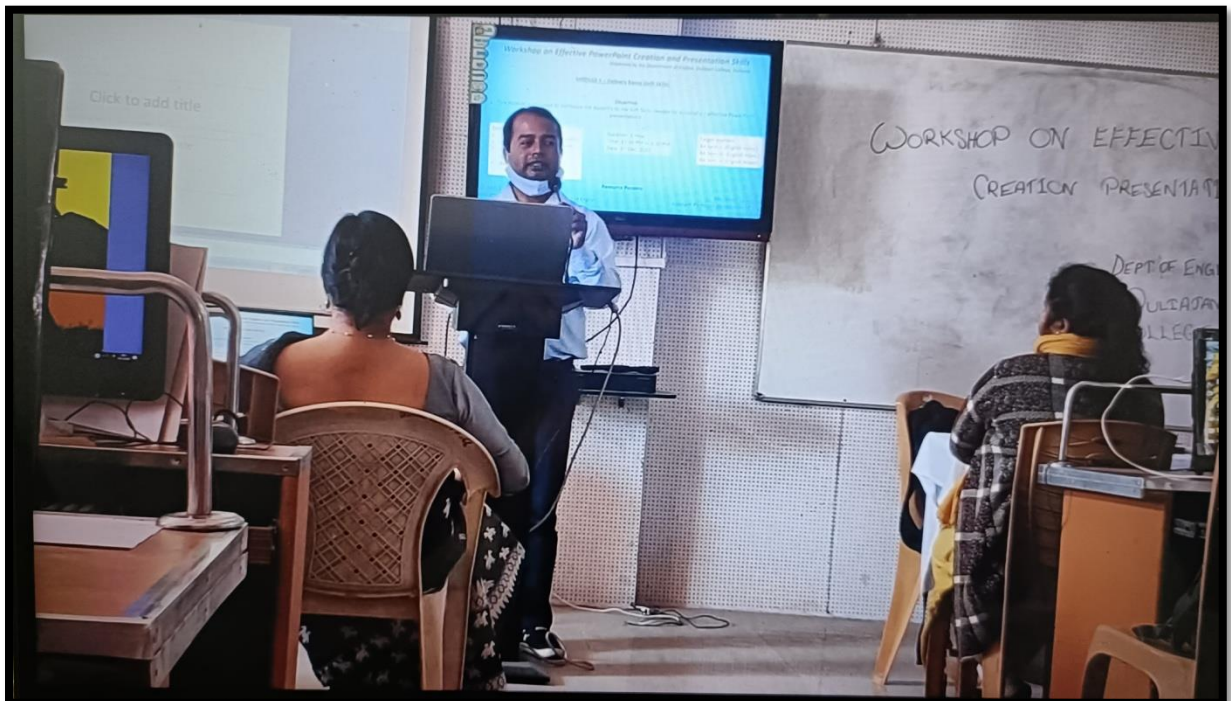
- Create and design slides
- Use of visuals
- Simple Animations
- Use of Hyperlinks etc

**Duration: 2 Hours**  
**Time: 10:30 AM to 12:30 PM**  
**Date: 3<sup>rd</sup> Dec, 2020**

**Target learners:**  
BA Sem. I (English Hons.)  
BA Sem. III (English Hons.)  
BA Sem. V (English Major)

**Convenor:**  
Mrs. Jyoti Singh Pathak,  
Associate Professor & HOD,  
Department of English

**Resource Person:**  
Mr. Manoj Kumar Deka  
Assistant Professor  
Department of Computer Science  
Duliajan College



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### MODULE II – Delivery Basics (Soft Skills)

#### Objective:

This module is designed to introduce the students to the Soft Skills needed for successful / effective PowerPoint presentations.

#### Expected Learning Outcomes:

- Overcoming presentation anxiety
- Avoiding the common mistakes
- Grabbing and holding the attention of the audience
- Body Language and Voice

Duration: 1 Hour

Time: 12:30 PM to 1:30 PM

Date: 3<sup>rd</sup> Dec, 2020

#### Target learners:

BA Sem. I (English Hons.)

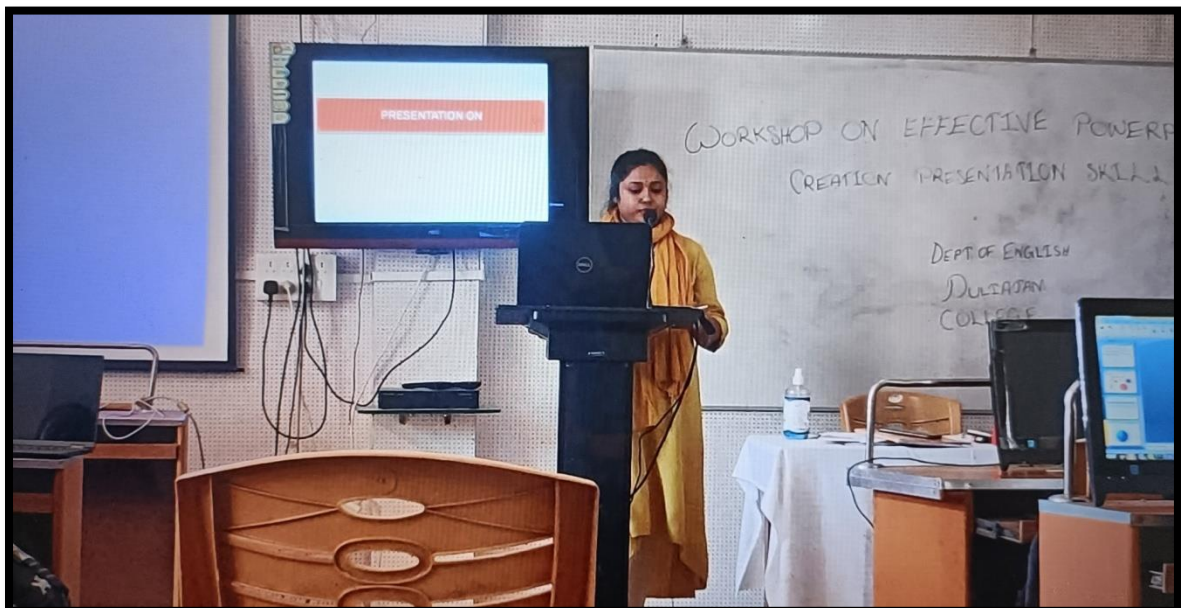
BA Sem. III (English Hons.)

BA Sem. V (English Major)

#### Resource Persons:

Mrs. Jyoti Singh Pathak  
Associate Professor and HOD, Department of English  
Duliajan College

Mrs. Pinky Sarma Saikia  
Assistant Professor, Department of English  
Duliajan College





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### **MODULE III– Experiential Learning Session**

#### **Objective:**

This module is designed to enable the students to put into practice the theories learnt in Module I and II

#### **Expected Learning Outcomes:**

- PowerPoint presentation of a seminar paper

**Duration:** 2 Hours

**Time:** 10:30 AM to 12:30 PM

**Date:** 10<sup>th</sup> Dec, 2020

**Target learners:**

**BA Sem. I (English Hons.)**

#### **Facilitators:**

Mrs. Jyoti Singh Pathak  
Associate Professor and HOD, Department of English  
Duliajan College

Mrs. Pinky Sarma Saikia  
Assistant Professor, Department of English  
Duliajan College

