

Communication Skills
Group Presentation - Start
Lesson Plan

<u>Objective:</u> The students will learn how to present in a formal setting	
<u>Total Time:</u> 90 Minutes	
<u>Material required:</u> White board and computer lab with MS Office and Internet Connection	
<u>Instructor Note:</u> 3 sessions starting from this one have been dedicated to practicing and executing presentations. Ensure that students excitedly plan and present using everything they have learned so far in communication and digital literacy modules.	
<u>Opening Protocol:</u> <ul style="list-style-type: none"> ● Greet the participants ● Take attendance ● In pairs, ask participants to share with each other how they are feeling ● Recap the previous session by asking 1-2 participants to share with the class, what they learnt and did in the previous session 	5 Minutes
<u>Opening Activity:</u> <ul style="list-style-type: none"> ● Ask students to write down what they have learned in communication skills so far ● Ask them to share the improvement they see in their communication skills and confidence ● Congratulate them for coming so far and putting in so much energy and efforts in learning 21st century skills ● Tell them that now onwards we are moving towards a more formal environment and they will be doing formal presentations and interview practice 	15 Minutes
<u>Activity: Deciding the topic</u> <ul style="list-style-type: none"> ● Tell learners that three days have been dedicated for planning, preparing and executing formal presentations. Following are the rules: <ul style="list-style-type: none"> - Students will do the preparation in this session and in the next session. They will execute the presentation on the 3rd day - These will be group presentations and students will choose their group members - It's compulsory to use powerpoint presentation (even if it's just one slide/picture/video) or any digital medium for presentation (in case the training is taking place at a place where projectors, computers etc are not available then allow them to use chart papers or any other material that they can use to make their presentation interesting) 	30 Minutes

<ul style="list-style-type: none"> - Each group will get 10 minutes for presentation and 2 minutes for “question-answer” round - Groups will bring their digital material (PPT/Video etc.) in pendrive or they can share the material with the trainer so trainer can run the PPT on his/her computer - Students should dress professionally on the execution day and should assume that they are giving a presentation in front of authorities. - The class strength will be divided in 6 groups - External members (teachers from their institute, training managers etc.) may come to attend the presentations on the execution day - Feedback on the parameters mentioned in the handbook will be shared with each group the next day <ul style="list-style-type: none"> ● Give them 5 minutes to form groups. The entire class should get divided in 6 groups ● Give them 15 minutes do some research and decide one topic for their presentation ● All the group will share their topics 	
<p><u>Activity 2: Flow of the presentation</u></p> <ul style="list-style-type: none"> ● Groups will be asked to create a flow of their presentation (structure)- what all will they present and how ● They will be free to take help from each other and from the trainer. ● Encourage them to make a logical flow of the presentation ● In case some groups ask for more time, tell them to continue the discussion after the class and come prepared with the excel sheet in the next session ● The outcome should be an excel sheet showing the following columns: <ul style="list-style-type: none"> - Time (example 1 minutes) - What (Topic/ subtopic/ part of the topic) - How (PPT/ Video/ Story etc) - Who (names of group members covering that part) 	35 Minutes
<p><u>Closing Protocol:</u></p> <ul style="list-style-type: none"> ● Thank the participants for their time ● Announce the next time you will be visiting them ● Share the topic of the next session ● Collect 1-2 most interesting activity sheets/artefacts from students and show to Nodal officer and institution head after session ● Click pictures of the artefacts for documentation 	5 Minutes

