

**Communication Skills**  
**Presentation Skills**  
**Lesson Plan**

<b><u>Objective:</u></b> Participants will be able to understand how to present confidently in formal setting	
<b><u>Total Time:</u></b> 90 Minutes	
<b><u>Material required:</u></b> <b><u>NA</u></b>	
<b><u>Instructor Note:</u></b> In the previous sessions, participants have learned and practiced speaking on the spot using accurate grammar and body language. This session should help them transition from casual conversations to formal presentations.	
<b><u>Opening Protocol:</u></b> <ul style="list-style-type: none"> <li>● Greet the participants</li> <li>● Take attendance</li> <li>● In pairs, ask participants to share with each other how they are feeling</li> <li>● Recap the previous session by asking 1-2 participants to share with the class, what they learnt and did in the previous session</li> </ul>	5 Minutes
<b><u>Concept Discussion:</u></b> <ul style="list-style-type: none"> <li>● Ask learners “who is your favourite speaker and why?”</li> <li>● Take 3-4 responses and write the reason on the board. These reasons can be- connect with the audience, loud voice, clarity of thought, simple language etc.</li> <li>● Now ask them, if their class-mates get a job or they are starting their business and they have to present their ideas to their clients then what are the suggestions you would give them to make their presentations effective.</li> <li>● Write their ideas on the board and guide them on “starting”, “main body” and “closing” of the presentations</li> </ul>	10 Minutes

<b><u>Activity: Group Presentation</u></b> <ul style="list-style-type: none"> <li>● Divide the class in 5 groups</li> <li>● Tell groups to prepare and present a topic ensuring equal participation of each member in the group. They can pick a topic from the list given in their handbook</li> <li>● For this on the spot group presentation, they won’t get any resources from the trainer. They can feel free to use the objects present in the class</li> <li>● Tell them that each group will get 6-8 minutes for presentation and they will get 2 minutes to respond to the audience's questions in the end.</li> <li>● Tell them only one member of the group will introduce the topic and the group members. Then others will continue the presentation without introducing themselves.</li> </ul>	50 Minutes
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<ul style="list-style-type: none"> <li>● Signal the start of the activity.</li> <li>● After 15 minutes, ask the first group to come forward and present their topic</li> <li>● While one group is presenting, ask other groups to listen carefully and ask questions after their presentations.</li> <li>● After the presentation, give two mins for the question and answer around.</li> <li>● After each presentation conduct a brief constructive class discussion to suggest improvements</li> <li>● Share your feedback on the overall performance of the class.</li> </ul>	
<p><b>Closing Protocol:</b></p> <ul style="list-style-type: none"> <li>● Thank the participants for their time</li> <li>● Announce the next time you will be visiting them</li> <li>● Share the topic of the next session</li> <li>● Collect 1-2 most interesting activity sheets/artefacts from students and show to Nodal officer and institution head after session</li> <li>● Click pictures of the artefacts for documentation</li> </ul>	5 Minutes