SYLLABUS: PRESENTATION SKILLS FOR LAWYERS

Lawj-2081

Professor: Andrew D. Wolvin, Ph.D.

Course Objectives

The purpose of this course is to provide background and experience in oral communication skills. Specifically, the course aims to provide the opportunity for students to refine their oral communication skills in order to:

1. effectively communicate research projects to listeners
2. enhance listening skills
3. adapt messages to desired purposes and target audiences
4. manage information before, during, and after presentations

Course Assignments

Note: This is NOT a course in manuscript speaking. You are asked to prepare and present extemporaneous (prepared speaking from an outline) presentations from minimal notes and with some PowerPoint slides. Please get a standard SD card; your presentations will be video recorded for your review.

Course Schedule

Week 1 (September 12):
Topic: Listenable Presentations: What listeners need
In-Class Exercise: Communication style inventories
Assignment: Prepare a short briefing about yourself as a communicator. Using the PEP format, make a point, provide an example, and restate your point. Your presentation will be video recorded.

Week 2 (September 19):
Topic: Listenable Presentations: How to meet your listeners’ needs
In-Class Exercise: Briefing: Describe yourself as a communicator (Bring your SD card.)
Week 3 (October 17):

**Topic:** Preparation

**In-Class Exercise:** Individual coaching sessions

**Assignment:** Prepare your research presentation

Week 4 (October 24):

**Topic:** Presentations Group I

**In-Class Exercise:** Present your research presentation (15 minute presentation with some PowerPoint slides). Bring your SD card.

Week 5 (October 31):

**Topic:** Presentations Group II

**In-Class Exercise:** Present your research presentation (15 minute presentation with some PowerPoint slides). Bring your SD card.

**Assignment:** Prepare a short briefing in which you describe what you’ve learned about yourself as a communicator.

Week 6 (November 7)

**Topic:** Lessons Learned

**In-Class Exercise:** Present a short briefing in which you describe what you’ve learned about yourself as a communicator. Bring your SD card.