Presentation Skills for International Lawyers Seminar  
Spring 2016  
Two-Year LL.M. Program  
Professor: Jean-Baptiste Pessey, Adjunct Faculty  
Time: Thursday, 5:45-7:45 pm  
Location: Hotung Building, Classroom 5008  
Georgetown University Law Center

I. Description of the course:

The purpose of the course is to give to the students tools to improve their public speaking and oral presentation skills in a law-related context.

To achieve this goal, the class will analyze how to build and deliver an effective presentation. Informative and persuasive presentation techniques will be analyzed. Emphasis will be placed on practical exercises. Based on the issues and techniques discussed in class, each student will prepare and deliver informative and persuasive presentations. The presentations will be filmed. Students will receive feedback from the professor and from other students, and will analyze their performance.

II. Assignments and evaluations:

Assignments will include readings from the textbook, in-class practical exercises, making a point through a story, delivering informative and persuasive presentations, and written analyses by the students on their own performance.

This seminar is graded on a pass/fail basis.

III. Important practical considerations:

Please note that this course aims to improve students’ oral communication skills. Therefore, during their presentations, students must focus on oral delivery; their presentation shall not consist of reading a written text. Written support (slides), however, may be used to focus the audience’s attention on important points.

In order to increase the quality of listening, students are asked to refrain from using laptops during their fellow students’ presentations.

IV. Course material:


1 The method used for this class has been inspired by Professor Andrew Wolvin, whom I warmly thank.
<table>
<thead>
<tr>
<th>Week 1</th>
<th>Introduction, Listening, Audience Analysis</th>
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<tbody>
<tr>
<td>January 21</td>
<td>All Section 2 meets</td>
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**Please note:** Group A has a deadline on January 25 (please see below)

| Week 2 | - Making A Point  
- The Speaker |
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<tbody>
<tr>
<td>January 28</td>
<td>All Section 2 meets</td>
</tr>
</tbody>
</table>

**Reading assignment (all students):**
- Read with close attention:
  - Chapter 2 – Listening
  - Chapter 4 – The Listenable Speech.
**Skim:**
- Chapter 5 – Getting Started.

**Pre-class assignment (Group A): PEP presentation**
- Prepare and rehearse a story that will make a point for your listeners; use the Point-Example-Point (PEP) technique.

**In-class exercise (Group A):**
- In **two minutes maximum**, deliver your rehearsed story; your goal is to make a point using the PEP technique.

**Pre-class assignment (Group A): Topic selection for your Informative Presentation**
- Identify a topic for your informative presentation. Please select a legal topic on which you have expertise or with which you are familiar. For example, you may consider selecting a topic related to your country's legal system; a topic on which you have drafted an article or dissertation; a topic or case that you have discussed during Week 1 of the program, or simply a topic that interests you and on which you have done adequate research.
- **Please submit your proposed topic by email, by no later than January 25, at 10 pm.** Please draft your topic in one sentence, using the following wording: “The purpose of my presentation will be to inform the audience about [insert topic].”
- In the same email, please state in very short bullet points the **main points (ideally two or three main points)** that you intend to use as the main parts of your presentation.
- **Once your topic has been approved, please start**
preparing your informative presentation.

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<thead>
<tr>
<th>Week 3</th>
<th>Informative Presentations</th>
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| February 4 | **Making A Point**  
*Structure, Support and Style*  
Reading assignment (all students):  
Read with close attention:  
- Chapter 9 – Structuring the Speech  
- Chapter 11 – Oral and Physical Presentation  
**Skim:** Chapter 6 – Speech purpose  
Pre-class assignment (Group B): PEP presentation  
- Prepare and rehearse a story that will make a point for your listeners; use the Point-Example-Point (PEP) technique.  
In-class exercise (Group B):  
- In **two minutes maximum**, deliver your rehearsed story; your goal is to make a point using the PEP technique.  
Pre-class assignments (Group B): Topic selection for your Informative Presentation  
- Identify a topic for your informative presentation. Please select a legal topic on which you have expertise or with which you are familiar. For example, you may consider selecting a topic related to your country's legal system; a topic on which you have drafted an article or dissertation; a topic or case that you have discussed during Week 1 of the program, or simply a topic that interests you and on which you have done adequate research.  
- **Please submit your proposed topic by email, by no later than February 1, at 10 pm.** Please draft your topic in one sentence, using the following wording: "The purpose of my presentation will be to inform the audience about [insert topic]."  
- In the same email, please state in very short bullet points the **main points** (**ideally two or three main points**) that you intend to use as the main parts of your presentation.  
- Once your topic has been approved, please start preparing your informative presentation.  

<table>
<thead>
<tr>
<th>Week 4</th>
<th>Informative Presentations</th>
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</table>
### February 11
*Only Group A meets*

**Reading assignment (Group A).**
Read with close attention: Chapter 10 – Formats for the Speech

**Pre-class assignment (Group A1):** prepare and rehearse your informative presentation.

**In-class exercise (Group A1):** Informative Presentation:
Deliver your informative presentation to the class. Please **comply strictly with the following time limit:**
- maximum 8 minutes of presentation; and
- maximum 4 minutes of questions and answers.
- **Total: maximum 12 minutes (Q&A included).**

**Post-class assignment (Group A1):** please write a self-analysis report (total length: **three pages**; font size 12, double space), due by [see deadline mentioned below]:
- In the first part of the report, please list in **short bullet points** the criteria that you will use to evaluate your informative presentation (content and delivery), based on the previous readings and class discussions. Please do not discuss these criteria in detail (list them in bullet points). Length: one page.
- In the second part of the report, evaluate the effectiveness of your informative presentation, using the criteria established in the first part. For this purpose, take into account the results of the audience surveys, the class critique and the video of your presentation. Please compare the numbers in your initial survey and those in your final survey, and comment on the evolution of the audience's level of interest and knowledge. Please include a brief conclusion summarizing your evaluation and a list of the skills that you should try to improve for your next presentation. Length: two pages.
- **Deadline to submit your report (by email please):** February 25

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### Week 5
*No class on February 18*

**February 25**
*Only Group B meets*

**Informative Presentations**

**Due (Group A1):** self-analysis report on your informative presentation (please send by email).

**Reading assignment (Group B).**
Read with close attention: Chapter 10 – Formats for the Speech

**Pre-class assignment (Group B1):** prepare and rehearse your
informative presentation.

**In-class exercise (Group B1): Informative Presentation:**
Deliver your informative presentation to the class. Please **comply strictly with the following time limit:**
- maximum 8 minutes of presentation; and
- maximum 4 minutes of questions and answers.
- **Total: maximum 12 minutes (Q&A included).**

**Post-class assignment (Group B1):** please write a self-analysis report (total length: three pages; font size 12, double space), due by [see deadline mentioned below]:
- In the first part of the report, please list in **short bullet points** the criteria that you will use to evaluate your informative presentation (content and delivery), based on the previous readings and class discussions. Please do not discuss these criteria in detail (list them in bullet points). Length: one page.
- In the second part of the report, evaluate the effectiveness of your informative presentation, using the criteria established in the first part. For this purpose, take into account the results of the audience surveys, the class critique and the video of your presentation. Please compare the numbers in your initial survey and those in your final survey, and comment on the evolution of the audience’s level of interest and knowledge. Please include a brief conclusion summarizing your evaluation and a list of the skills that you should try to improve for your next presentation. Length: two pages.
- **Deadline to submit your report (by email please):**
  March 3

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**Please note: Group A1 has a deadline on February 28 (please see below)**

**Week 6**

**March 3**

*Only Group A meets*

**Informative Presentations**

**Reading assignment (Group A):**
Read with close attention: Chapter 13
Skim: Chapter 8 – Sources

Reminder: Due on March 3 (Group B1); self-analysis report on your informative presentation (please send by email).

**Pre-class assignment (Group A2):** prepare and rehearse your informative presentation.
**In-class exercise (Group A2): Informative Presentation:**
Deliver your informative presentation to the class. **Please comply strictly with the following time limit:**
- maximum 8 minutes of presentation; and
- maximum 4 minutes of questions and answers.
- **Total: maximum 12 minutes (Q&A included).**

**Post-class assignment (Group A2):** please write a self-analysis report (total length: **three pages**; font size 12, double space), due by [see deadline mentioned below]:
- In the first part of the report, please list in **short bullet points** the criteria that you will use to evaluate your informative presentation (content and delivery), based on the previous readings and class discussions. Please do not discuss these criteria in detail (list them in bullet points). Length: one page.
- In the second part of the report, evaluate the effectiveness of your informative presentation, using the criteria established in the first part. For this purpose, take into account the results of the audience surveys, the class critique and the video of your presentation. Please compare the numbers in your initial survey and those in your final survey, and comment on the evolution of the audience’s level of interest and knowledge. Please include a brief conclusion summarizing your evaluation and a list of the skills that you should try to improve for your next presentation. Length: two pages.
- **Deadline to submit your report (by email please):** March 17.

**Pre-class assignments (Group A1): Topic selection for your Persuasive Presentation**
- Select and submit the proposed topic for your Persuasive Presentation. In doing so, please select a legal topic on which you have expertise or with which you are familiar. For example, you may consider selecting a topic related to the legal system of your country; a topic on which you have drafted an article or dissertation; a topic or case that you have discussed in another course, or simply a topic that interests you and on which you have done adequate research.
- **Please submit your proposed topic by email** by no later than **February 28**, at 10 pm. Please draft your topic in one sentence, using the following wording: “The purpose of my presentation will be to persuade the audience that [proposed topic].” Please word your topic in a manner that clearly expresses your thesis (I recommend you use the words “should” or “should not”).
- In the same email, please state in very short bullet points
the main points (ideally two to four main points) that you intend to present concerning the topic that you have selected.
- Once your topic has been approved, please start preparing your persuasive presentation.

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<thead>
<tr>
<th>Please note:</th>
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<tbody>
<tr>
<td>- No class on March 10</td>
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<tr>
<td>- Group B1 has a deadline on March 13 (please see below)</td>
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<tr>
<th>Week 7</th>
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<tr>
<td>March 17</td>
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<tr>
<td>Only Group B meets</td>
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</table>

**Informative Presentations**

**Principles of Persuasive Speaking**

**Reading assignment (Group B):**
Read with close attention: Chapter 13
Skim: Chapter 8 – Sources

**Reminder: Due on March 17 (Group A2):** self-analysis report on your informative presentation (please send by email).

**Pre-class assignment (Group B2):** prepare and rehearse your informative presentation.

**In-class exercise (Group B2):** Informative Presentation:
Deliver your informative presentation to the class. **Please comply strictly with the following time limit:**
- maximum 8 minutes of presentation; and
- maximum 4 minutes of questions and answers.
- **Total: maximum 12 minutes (Q&A included).**

**Post-class assignment (Group B2):** please write a self-analysis report (total length: three pages; font size 12, double space), due by [see deadline mentioned below]:
- In the first part of the report, please list in **short bullet points** the criteria that you will use to evaluate your informative presentation (content and delivery), based on the previous readings and class discussions. Please do not discuss these criteria in detail (list them in bullet points). Length: one page.
- In the second part of the report, evaluate the effectiveness of your informative presentation, using the criteria established in the first part. For this purpose, take into account the results of the audience surveys, the class critique and the video of your presentation. Please compare the numbers in your initial survey and those in your final survey, and comment on the evolution of the audience’s level of interest and knowledge. Please include
a brief conclusion summarizing your evaluation and a list of the skills that you should try to improve for your next presentation. Length: two pages.

- **Deadline to submit your report (by email please):** March 24

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**Pre-class assignments (Group B1): Topic selection for your Persuasive Presentation**

- Select and submit the proposed topic for your Persuasive Presentation. In doing so, please select a legal topic on which you have expertise or with which you are familiar. For example, you may consider selecting a topic related to the legal system of your country; a topic on which you have drafted an article or dissertation; a topic or case that you have discussed in another course, or simply a topic that interests you and on which you have done adequate research.

- Please submit your proposed topic by email by no later than **March 13**, at 10 pm. Please draft your topic in one sentence, using the following wording: “The purpose of my presentation will be to persuade the audience that [proposed topic].” Please word your topic in a manner that clearly expresses your thesis (I recommend you use the words “should” or “should not”).

- In the same email, please state in very short bullet points the main points (ideally two to four main points) that you intend to present concerning the topic that you have selected.

- Once your topic has been approved, please start preparing your persuasive presentation.

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**Please note: Group A2 has a deadline on March 20 (please see below)**

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**Week 8**

**March 24**

*Only Group A meets*

**Persuasive Presentations**

- **Pre-class assignments (Group A2): Topic selection for your Persuasive Presentation**

  - Select and submit the proposed topic for your Persuasive Presentation. In doing so, please select a legal topic on which you have expertise or with which you are familiar. For example, you may consider selecting a topic related to the legal system of your country; a topic on which you have drafted an article or dissertation; a topic or case that you have discussed in another course, or simply a topic that interests you and on which you have done adequate research.

  - Please submit your proposed topic by email by no later than **March 20**, at 10 pm. Please draft your topic in one
sentence, using the following wording: “The purpose of my presentation will be to persuade the audience that [proposed topic].” Please word your topic in a manner that clearly expresses your thesis (I recommend you use the words “should” or “should not”).
- In the same email, please state in very short bullet points the main points (ideally two to four main points) that you intend to present concerning the topic that you have selected.
- Once your topic has been approved, please start preparing your persuasive presentation.

Pre-class assignment (Group A1): prepare and rehearse your persuasive presentation.

In-class exercise (Group A1): Persuasive Presentation:
Deliver your persuasive presentation to the class. **Please comply strictly with the following time limit:**
- maximum 8 minutes of presentation; and
- maximum 4 minutes of questions and answers.
- **Total: maximum 12 minutes (Q&A included)**

Post-class assignment (Group A1): please write a self-analysis report (total length: three pages; font size 12, double space), due by March 31:
- In the first part of the report, please list in short bullet points the criteria that you will use to evaluate your persuasive presentation (content and delivery), based on the previous readings and class discussions. Please do not discuss these criteria in detail (list them in bullet points). Length: one page.
- In the second part of the report, evaluate the effectiveness of your persuasive presentation, using the criteria established in the first part. For this purpose, take into account the results of the audience surveys, the class critique and the video of your presentation. Please compare the numbers in your initial survey and those in your final survey, and comment on the evolution of the audience’s level of interest, knowledge and agreement with your thesis. Please comment also on your evolution as a speaker since your informative presentation. Please include a brief conclusion summarizing your evaluation and a list of the skills that you should try to improve for your next presentation. Length: two pages.
- Please submit the report by email no later than by the March 31 class.

**Please note: Group B2 has a deadline on March 27 (please see below)**
<table>
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<tr>
<th>Week 9</th>
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<tbody>
<tr>
<td>March 31</td>
<td>Only Group B meets</td>
</tr>
</tbody>
</table>

**Persuasive Presentations**

Reminder: Due (Group A1): self-analysis report on your persuasive presentation (please send by email).

Pre-class assignments (Group B2): Topic selection for your Persuasive Presentation

- Select and submit the proposed topic for your Persuasive Presentation. In doing so, please select a legal topic on which you have expertise or with which you are familiar. For example, you may consider selecting a topic related to the legal system of your country; a topic on which you have drafted an article or dissertation; a topic or case that you have discussed in another course, or simply a topic that interests you and on which you have done adequate research.

- Please submit your proposed topic by email by no later than **March 27**, at 10 pm. Please draft your topic in one sentence, using the following wording: “The purpose of my presentation will be to persuade the audience that [proposed topic].” Please word your topic in a manner that clearly expresses your thesis (I recommend you use the words “should” or “should not”).

- In the same email, please state in very short bullet points the main points (ideally two to four main points) that you intend to present concerning the topic that you have selected.

- Once your topic has been approved, please start preparing your persuasive presentation.

Pre-class assignment (Group B1): prepare and rehearse your persuasive presentation.

In-class exercise (Group B1): Persuasive Presentation:
Deliver your persuasive presentation to the class. **Please comply strictly with the following time limit:**

- maximum 8 minutes of presentation; and
- maximum 4 minutes of questions and answers.
- **Total: maximum 12 minutes (Q&A included)**

Post-class assignment (Group B1): please write a self-analysis report (total length: **three pages**; font size 12, double space), due by April 7:

- In the first part of the report, please list in short bullet points the criteria that you will use to evaluate your persuasive presentation (content and delivery), based on the previous readings and class discussions. Please do not discuss these criteria in detail (list them in bullet points).
- In the second part of the report, evaluate the effectiveness of your persuasive presentation, using the criteria established in the first part. For this purpose, take into account the results of the audience surveys, the class critique and the video of your presentation. Please compare the numbers in your initial survey and those in your final survey, and comment on the evolution of the audience's level of interest, knowledge and agreement with your thesis. Please comment also on your evolution since your informative presentation. Please include a brief conclusion summarizing your evaluation and a list of the skills that you should try to improve for your next presentation. Length: two pages.
- Please submit the report by email no later than by April 7.

<table>
<thead>
<tr>
<th>Week 10</th>
<th>Persuasive Presentations</th>
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<tbody>
<tr>
<td>April 7</td>
<td>Reminder: Due (Group B1): self-analysis report on your persuasive presentation (please send by email).</td>
</tr>
<tr>
<td>Only Group A meets</td>
<td>Pre-class assignment (Group A2): prepare and rehearse your persuasive presentation.</td>
</tr>
</tbody>
</table>
| In-class exercise (Group A2): Persuasive Presentation: Deliver your persuasive presentation to the class. **Please comply strictly with the following time limit:** 
- maximum 8 minutes of presentation; and 
- maximum 4 minutes of questions and answers. 
- **Total: maximum 12 minutes (Q&A included)** |
| Post-class assignment (Group A2): please write a self-analysis report (total length: three pages; font size 12, double space), due by the April 14 class: 
- In the first part of the report, please list in **short bullet points** the criteria that you will use to evaluate your persuasive presentation (content and delivery), based on the previous readings and class discussions. Please do not discuss these criteria in detail (list them in bullet points). Length: one page. 
- In the second part of the report, evaluate the effectiveness of your persuasive presentation, using the criteria established in the first part. For this purpose, take into account the results of the audience surveys, the class critique and the video of your presentation. Please compare the numbers in your initial survey and those in your final survey, and comment on the evolution of the |
audience’s level of interest, knowledge and agreement with your thesis. Please comment also on your evolution since your informative presentation. Please include a brief conclusion summarizing your evaluation and a list of the skills that you should try to improve for your next presentation. Length: two pages.

- Please submit the report by email no later than by the April 14 class.

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<tr>
<th>Week 11</th>
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<tr>
<td>April 14</td>
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<tr>
<td>Only Group B meets</td>
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</table>

**Persuasive Presentations**

**Reminder:** Due (Group A2): self-analysis report on your persuasive presentation (please send by email).

**Pre-class assignment (Group B2):** prepare and rehearse your persuasive presentation.

**In-class exercise (Group B2):** Persuasive Presentation: Deliver your persuasive presentation to the class. **Please comply strictly with the following time limit:**
- maximum 8 minutes of presentation; and
- maximum 4 minutes of questions and answers.
- **Total: maximum 12 minutes (Q&A included)**

**Post-class assignment (Group B2):** please write a self-analysis report (total length: three pages; font size 12, double space), due by April 21:
- In the first part of the report, please list in **short bullet points** the criteria that you will use to evaluate your persuasive presentation (content and delivery), based on the previous readings and class discussions. Please do not discuss these criteria in detail (list them in bullet points). Length: one page.
- In the second part of the report, evaluate the effectiveness of your persuasive presentation, using the criteria established in the first part. For this purpose, take into account the results of the audience surveys, the class critique and the video of your presentation. Please compare the numbers in your initial survey and those in your final survey, and comment on the evolution of the audience’s level of interest, knowledge and agreement with your thesis. Please comment also on your evolution since your informative presentation. Please include a brief conclusion summarizing your evaluation and a list of the skills that you should try to improve for your next presentation. Length: two pages.
- Please submit the report by email no later than by the April 21 class.
<table>
<thead>
<tr>
<th>Week 12</th>
<th>Interviews</th>
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<tbody>
<tr>
<td>April 21</td>
<td>Reminder: Due (Group B2): self-analysis report on your persuasive presentation (please send by email).</td>
</tr>
<tr>
<td>Only Group A meets</td>
<td>Pre-class assignment (Group A) (A1 &amp; A2): prepare the interview exercise.</td>
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<tr>
<td></td>
<td>In-class exercise (Group A) (A1 &amp; A2): interview exercise.</td>
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<tr>
<th>Week 13</th>
<th>Interviews</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 28</td>
<td>Pre-class assignment (Group B) (B1 &amp; B2): prepare the interview exercise.</td>
</tr>
<tr>
<td>Only Group B meets</td>
<td>In-class exercise (Group B) (B1 &amp; B2): interview exercise.</td>
</tr>
</tbody>
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