

PRESENTING TO AN AUDIENCE

COURSE SCHEDULE

UNIT STANDARD 8968

SECTION 1: INTERACT SUCCESSFULLY WITH AUDIENCE IN ORAL COMMUNICATION

- 1.1 INTRODUCTION
- 1.2 DEFINATIONS OF KEY TERMS
- 1.3 COMPOSING AND PRESENTING VERBAL COMMUNICATION
- 1.4 COMMUNICATING IN GROUPS
- 1.5 INTERVIEWS
- 1.6 MEETINGS
- 1.7 DEBATES
- 1.8 NEGOTIATIONS
- 1.9 COMMUNICATING IN DIVERSE CULTURES

SECTION 2: CAPTURE AND RETAIN THE INTEREST OF THE AUDIENCE

- 2.1 INTRODUCTION
- 2.2 THE VOICE
- 2.3 NON-VERBAL COMMUNICATION
- 2.4 CREATING VERBAL COMMUNICATION
- 2.5 VISUAL AIDS
- 2.6 AUDIENCE INTERACTION & CONTINUITY

SECTION 3: IDENTIFY AND RESPOND TO MANIPULATIVE USE OF LANGUAGE

- 3.1 INTRODUCTION
- 3.2 FACTS AND OPINIONS
- 3.3 OMISSION OF INFORMATION
- 3.5 DISTORTION OF INFORMATION

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