Universidad de Navarra

Effective Presentation Skills for professors, researchers and postgraduates S2
Guía docente 2025-26

INTRODUCTION

Course Description

This short six-hour, six week course is designed to tailor effective presentation skills to the individual needs of each attendee - such as presenting in person or online at a conference, in a lecture or departmental meeting. The basis of the course are presentations which will need to be given in the period during or immediately following the course and which may last anything from 3 minutes to 1 hour. Instruction will focus on language and delivery with input and feedback used to improve linguistic accuracy and the necessary elements for a compelling presentation.

- **Organising body:** Instituto de Idiomas
- **Year, semester**: Second semester 2025-2206
- **Type of Course**: Idiomas in Company
- **Instructor**: Maria Teresa Lopez Vazquez
- **Language**: Inglés
- **Course Schedule**: 13.30 pm - 14.30 pm. Aula 33. Edificio Biblioteca de Ciencias, Campus Pamplona.
- **Dates**: Every Wednesday: 4, 11, 18, 25 February. 4, 11 March 2026

LEARNING OUTCOMES (COMPETENCIES)

1. Use of appropriate language at the beginning, middle and end of the presentation.
2. Use of transition phrases throughout the presentation.
3. Use of language functions to indicate emphasis, exemplification etc.
4. Use of pronunciation and syllable stress for comprehensibility.
5. Use of pausing, word stress and intonation for dynamism.
6. An awareness of non-verbal language for effective delivery.
7. An awareness of context and appearance for appropriate cultural and professional impact.
8. Use of technology for presentation preparation.
9. Use of technology for presentation delivery.

PROGRAMME

1. LANGUAGE FOCUS · The Start, the introduction, the end, question and answer session
2. LANGUAGE FOCUS · Transition within and between slides and/or ideas.
3. LANGUAGE FOCUS · Using emphasis, giving examples and details
4. LANGUAGE FOCUS · Narration. Storybording.
5. DELIVERY FOCUS · Pronunciation, word stress
6. DELIVERY FOCUS · Pausing, intonation
7. DELIVERY FOCUS · Body language, non-verbal communication
8. DELIVERY FOCUS · Context, appearance
9. VISUALS FOCUS · Information density
10. VISUALS FOCUS · Layout
11. VISUALS FOCUS · Consistency
12. VISUALS FOCUS · Storyboarding

EDUCATIONAL ACTIVITIES

Live, online in-class activities

1. Live, in person class micro presentations
2. In class controlled practice of key features
3. In class isntructor and peer feedback of presentation elements
4. Pair and group work in breakout groups online

Out of class activities

1. Speaker notes annotation
2. Listening to presentation modelling
3. Audio recording of sections of a presentation
4. Video recording of sections of a presentation

ASSESSMENT

- No hay examen final de curso.
- La nota final de curso - 7 - esta basado en la asistencia a clase.

ASISTENCIA A CLASE

- Los empleados de La Universidad de Navarra cuentan con un 75% de descuento en el curso. El 25% restante puede bonificarse a través de FUNDAE, siempre y cuando se cumplan los requisitos establecidos.
- En concreto, para que la bonificación sea posible, el requisito de asistencia es que se debe asistir al menos un 75% de las sesiones programadas, garantizando así su participación y aprovechamiento y firmar la lista de asistencia al final de cada sesión.
- En caso de no cumplirse el requisito de asistencia, el 25% del importe del curso deberá ser abonado por el empleado.

OFFICE HOURS

Profesora: **María Teresa López Vázquez** mtlopez@unav.es

- Despacho 3050 Edificio Biblioteca de Ciencias Planta 2. Campus Pamplona
- Office Hours: Tuesdays 11.00 to 12.00h.
- By prior appointment via email.

BIBLIGRAPHY AND RESOURCES

- Class notes
- Links to online resources will be provided

Universidad de Navarra: Biblioteca

1. **Academic Conference Presentations: a step-by-step guide.** Freiermuth, Mark R. Palgrave Macmillan, 2022 HERE
2. **Data story: explain data and inspire actions through story**. Duarte, Nancy Ideapress Publishing, 2019 HERE

3. **Desgining Science Presentations: A Visual Guide to Figures, Paper, Slides, Posters and More.** Carter, Matt. Elsevier Science & Technology, 2020 [HERE](#)
4. **Giving an academic presentation in English.** Wallwork, Adrian. Springer, 2022 [HERE](#)
5. **Improving Online Presentations: A Guide for Healthcare Professsionals** Cingi, Can Cemal. Springer, 2023. [HERE](#)
6. **Mastering Scientific Presentations: Unlocking your Communication Skills.** Hey, Barbara. Springer, 2024 [HERE](#)
7. **Presentations.** Wallwork, Adrian. Springer, 2024 [HERE](#)
8. **Presentation Skills for scientists: a practical guide.** Zanders, Edward D. Cambridge University Press, 2019 [HERE](#)