

# COURSE SYLLABUS

## Writing, Designing and Presentation Skills Training for Adult Education Program

|                                |                                              |
|--------------------------------|----------------------------------------------|
| <b>Instructor</b>              | Dr. Anti Lin                                 |
| <b>Department</b>              | Department of Adult and Continuing Education |
| <b>Credits</b>                 | 2                                            |
| <b>Language of Instruction</b> | English                                      |
| <b>Course Format</b>           | In-Person & Synchronous Online Instruction   |
| <b>Course Platform</b>         | eCourse2                                     |

### Course Description

This course is designed to develop students' practical skills in writing, presentation design, and professional communication within the context of adult education. Throughout the semester, students will learn how to understand and engage an audience, develop a clear message, organize ideas effectively, design professional presentation materials, and deliver presentations with confidence.

The course emphasizes learning by doing. Students will participate in discussions, short writing activities, presentation exercises, peer feedback, and small projects. The semester will conclude with a final presentation in which students apply the skills developed throughout the course.

### Course Learning Objectives

1. Explain the core concepts and fundamental principles of adult education.
2. Identify and apply the essential structures and principles of effective presentations.
3. Plan, design, and deliver a research-based presentation appropriate to adult education contexts.
4. Develop a clear and compelling core message.
5. Use appropriate voice, body language, and presentation techniques.
6. Design effective and visually engaging presentation materials.
7. Engage an audience through appropriate interaction strategies.
8. Formulate relevant questions and respond appropriately to questions and feedback.

### Course Schedule

| <b>Week</b> | <b>Topic</b>                             | <b>Major Focus / Activities</b>                                                 |
|-------------|------------------------------------------|---------------------------------------------------------------------------------|
| 1           | Course Introduction                      | Course overview and assignments; concepts and theories of adult education       |
| 2           | Audience Engagement                      | Understanding audience needs and empathy; writing for a specific audience       |
| 3           | Crafting a Research Story                | Building a narrative; beginning, middle, and end; one-sentence research summary |
| 4           | Theatrical Skills I - Voice and Presence | Vocal variety, tone, projection, breathing, and relaxation                      |

|    |                                          |                                                                               |
|----|------------------------------------------|-------------------------------------------------------------------------------|
| 5  | Theatrical Skills II - Body Language     | Nonverbal communication, posture, gestures, movement, and stage presence      |
| 6  | Presentation Design Basics               | Visual storytelling, effective slide layouts, and a three-slide mini project  |
| 7  | Developing a Core Message                | Creating and refining a concise and compelling message                        |
| 8  | Structuring Your Presentation            | Logical organization, presentation frameworks, and outlining                  |
| 9  | Great Beginnings and Strong Endings      | Attention-getting openings and memorable conclusions                          |
| 10 | Building Confidence and Handling Anxiety | Managing stage fright and developing presentation confidence                  |
| 11 | Interactive and Engaging Presentations   | Audience interaction and active engagement                                    |
| 12 | Delivering Presentations                 | Verbal and nonverbal communication; practice presentations and peer feedback  |
| 13 | Learning from Memorable Speeches         | Analyzing effective speeches and practicing the delivery of a selected speech |
| 14 | Responding to Questions and Feedback     | Handling challenging questions and practicing Q&A                             |
| 15 | Final Project Presentations I            | Final presentations and feedback                                              |
| 16 | Final Project Presentations II & Wrap-Up | Final presentations, reflection, and future applications                      |
| 17 | Independent Study                        | Skill refinement, additional resources, and learning reflection               |
| 18 | Independent Study                        | Continued skill development and final reflection                              |

## Assessment & Grading

| Assessment                          | Weight |
|-------------------------------------|--------|
| Attendance                          | 10%    |
| Assignments / Little Projects       | 50%    |
| Final Presentation                  | 20%    |
| In-Class Activities & Participation | 20%    |
| Total                               | 100%   |

### Attendance - 10%

Regular attendance is required. Students arriving 30 minutes late or more will be counted as absent for one hour. Each such absence results in a 0.5-point deduction from the final semester grade. Unexcused absences receive a score of 0 for attendance, participation, and in-class assignments, with no make-up opportunities.

### Assignments / Little Projects - 50%

Assessment is based on oral presentation, content accuracy, text presentation (font choice and formatting), organization, and overall visual quality.

### **Final Presentation - 20%**

Evaluation includes oral presentation skills, content accuracy and clarity, text presentation and formatting, organization, and overall quality.

### **In-Class Activities & Participation - 20%**

This discussion-based course follows textbook chapters. Students are evaluated weekly on the quality of responses and level of participation.

### **Late Work Policy**

Late work is penalized 10% per day, up to three days. Assignments submitted after three days will not be accepted and will receive a score of 0.

### **Academic Integrity & Use of AI**

Students may use books, websites, and AI tools, but all submissions must be original. Proper citation and paraphrasing are required. Plagiarized work receives a score of 0. One revision is allowed, with the maximum revised score capped at 60%.

### **Collaboration & Participation**

This course requires active collaboration and participation. Consistent effort and engagement in class are essential to your success in this course.

### **Respect & Conduct**

Students are expected to show respect toward the instructor and classmates at all times. Inappropriate language or behavior will not be tolerated. This course follows a zero-tolerance policy toward bullying of any kind.

### **Grading Concerns**

Students are encouraged to discuss any grading concerns with the instructor in a timely manner. Concerns raised only after the midterm or final examinations will not be considered.

### **Communication & Course Materials**

Course materials, announcements, assignments, and other learning resources will be provided through eCourse2. Communication may take place through eCourse2, LINE group, and email. Students are responsible for checking course announcements and communications regularly.