

AN INNOVATIVE
OUTREACH
PROGRAMME TO
EQUIP ADULTS WITH
DISSABILITIES WITH
KEY COMPETENCES
(SOCIAL
ENTREPRENEURIAL
AND DIGITAL)



ENTRE4ALL COMMUNITY SUPPORT CENTRES

Project number: 2019-1-SI01-KA204-060426

O2. ENTRE4ALL back pack: Educational - learning guide for setting up digital social entrepreneurship hubs

O2.1. Teaching and learning material based on the social activation approach

TEMPLATE: Training Techniques and handouts for adult educators/trainers

Partner: Emphasys Centre

Date:

Module	1. [Social Skills]
Activity Number	M4-T3-A8
Topic	Public Presentation
Learning Outcomes	<p><u>Competences for A Level</u></p> <p><u>Knowledge</u></p> <ul style="list-style-type: none"> To understand different styles of public presentation such as storytelling, visual etc. <p><u>Skills</u></p> <ul style="list-style-type: none"> To identify the elements of public speaking including verbal/non-verbal communication, body language, ideas <p><u>Competences</u></p> <ul style="list-style-type: none"> To support verbal and non-verbal communication in public presentation
Learning approach	<input type="checkbox"/> Blended-learning opportunities <input checked="" type="checkbox"/> F2F training <input checked="" type="checkbox"/> Individual e-learning <input checked="" type="checkbox"/> Open-distance learning <input type="checkbox"/> Work-based learning <input type="checkbox"/> Community work <input type="checkbox"/> other (please specify)
Training Technique	Body Language
Duration	80 minutes
Facility/ Equipment	Classroom, Internet access, chairs, tables, training room, projector
Participants will need:	<i>Notepad, pen or pencil</i>
Attached worksheets	B1-1: What is Body Language? B1-2: Body language exercise
Main Tasks / Procedure	<p>Task 1 Watch the video ΠΩΣ ΝΑ ΔΙΑΒΑΣΕΙΣ ΠΡΑΚΤΙΚΑ ΤΟΥΣ ΑΝΘΡΩΠΟΥΣ - ΓΛΩΣΣΑ ΤΟΥ ΣΩΜΑΤΟΣ **ANIMATION** (10 minutes). Ask the students if they have any question and have a small discussion if necessary. (20 minutes)</p> <p>Task 2 Provide the worksheet 1 to the students. Ask the students in the class to imagine that they are going to attend a job interview, and provide the following question: 'How would they sit to present themselves? What would be the most appropriate position?'. They are given 2</p>

	<p>minutes to think of the position. Each student afterwards is given 2 minutes to present their idea and the teacher corrects them if necessary. (30 minutes)</p> <p>Task 3 Make a group of 2-3 people each. Ask the students to work together to fill in the Exercise in the Worksheet 2. Give them 15 minutes and discuss the answers in class. Put the pictures on the projector so all class will be watching. (30 minutes)</p> <p>Task 4 Wrap it Up (10 minutes) The teacher summarises what it has been learnt in class; Body language elements, inappropriate and inappropriate techniques.</p>
<p>Useful Resources referenced to DATABANK (IO2-A2)</p>	<p>ΠΩΣ ΝΑ ΔΙΑΒΑΣΕΙΣ ΠΡΑΚΤΙΚΑ ΤΟΥΣ ΑΝΘΡΩΠΟΥΣ - ΓΛΩΣΣΑ ΤΟΥ ΣΩΜΑΤΟΣ **ANIMATION ilovestyle.com - Madame Figaro Γυναίκες της Χρονιάς 2018 - Τιμητικό Βραβείο</p>
<p>Tips</p>	<p><u>EQF Levels 5 & 6</u> <u>Learning Outcomes:</u></p> <ul style="list-style-type: none"> • To understand the concept of body Language in public presentation • To distinguish the elements of public speaking including verbal/non-verbal communication, body language, ideas • To present non-verbal and body language techniques <p>The teacher will replace activity 2. The new activity includes watching a video and observing body language techniques. The teacher discusses the body language of the speakers while watching the video: ilovestyle.com - Madame Figaro Γυναίκες της Χρονιάς 2018 - Τιμητικό Βραβείο</p> <p><u>EQF Levels 7 & 8:</u> <u>Learning Outcomes:</u></p> <ul style="list-style-type: none"> • To compare non-verbal communication and body language techniques • To conduct an elevator pitch using public speaking e.g. body language and presentation style techniques <p>The teacher reads the Worksheet 1 without watching the video. The teacher asks each student individually to make an introduction of themselves (name, age, likes and dislikes, name of their role model and why) in front of the whole class using appropriate body language techniques. The teacher provides 5 minutes to each student.</p>

Worksheet 1

Worksheet B1-1: What is Body Language?



Body language is one's body way of communicating without the use of spoken words.

The body language is described by:

- eye contact
- facial expressions
- head and body movements
- hand gestures
- body posture

What is appropriate Body Language?

Eye Contact	Move from face to face of the audience members and look them in the eye
Facial Expressions	Keep a simple smile
Head and body movements	Move around the presentation space, don't lower your head or look at the ceiling
Hand Gestures	Use open hand gestures to emphasise the words and vary your gestures
Body posture	Stand straight with shoulders back, do not cross your arms and put your hands in the pocket or slouch

Worksheet 2



B1-2: Body language exercise

A. Please tick which is the one with the appropriate hand gesture.



B. Please tick which is the one with the appropriate body posture.



C. Please tick which is the one with the appropriate facial expression.



D. Please tick which is the one with the appropriate eye contact.



E. Please tick which is the one with the appropriate head movement.

