



**The Institute of  
Chartered Accountants  
Of Pakistan**

# **Presentation Skills Training Course (PSTC)**

**Directorate of Education and Training**

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## **PRESENTATION SKILLS TRAINING COURSE (PSTC)**

1. The aims of Presentation Skills Training Course are as follows:
  - To emphasise on the expression of thoughts, lucidly and fluently in grammatically correct English.
  - To train the students to give effective oral presentations, developing successful speaking and listening skills.
  - To interact effectively with people for participating in meetings, group discussions and interviews.
  - To train students in the expression of a logical progression of thought.
2. The course of 100 hours duration will be conducted by RAETs or other institutions, as and when approved by ICAP for this purpose.
3. The course shall be undertaken by all modular Intermediate examination candidates before applying for Module C / D examination (as applicable).

Students / Candidates will be tested at the skills and awarded certificates for passing PSTC with minimum passing marks being 60%. PSTC certificate shall be submitted to the Examination Directorate alongwith the application for Module C / D examination.

4. Initially the students would be instructed on theoretical aspects of presentation and other techniques followed by practicals. In this respect students / teachers / RAETs are to refer to recommended books / videos etc given in the pamphlet "List of Recommended Books". As a general guideline out of the 100 hours, 20 hours should be devoted towards discussion of theory and the remaining towards practicals. The Indicative grid for the course would be as follows:

<b><u>Syllabus Content Area</u></b>		<b><u>Hours</u></b>
1.	Presentation Techniques	50
2.	Group Discussions	20
3.	Role Play	20
4.	Interview Techniques	10

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5. Instructions on Presentation Techniques

- a. Students would be trained on: Snap presentations; Short presentations; and Long presentations.
    - Duration of presentations: Snap presentations - 02 minutes  
Short presentations - 06 minutes  
Long presentations - 10–12 mts.
    - Minimum number of presentations per student per course would be 6 to 8.
  - b. Snap presentations:
    - (i) Student would be given 2 - 3 minutes to prepare for this presentation.
    - (ii) The topic of presentation should be based on student's interests / hobbies / other subjects with which he is well familiar.
    - (iii) No visual aids or any other aids would be required to be used.
    - (iv) There would be no questions and answers following such presentations.
    - (v) The objects of these presentations are: to prepare students to formulate their presentations in a logical manner; deliver the main points lucidly in a concise and effective manner; and to build student's confidence in facing such snap situations at meetings / conferences.
  - c. Short Presentations:
    - (i) Each student would be given a topic by the teacher.
    - (ii) Upto a week's time would be given for preparation.
    - (iii) Audio / Visual aids may be used by the speaker as required by him/her.
    - (iv) There would be no question / answer session at end of presentation.
  - d. Long Presentations:
    - (i) Students would be given two weeks or more for preparation.
    - (ii) Topics would be given to students by the Teacher / RAET.
    - (iii) Audio / Visual aids may be used as per speaker's choice. Students should be encouraged to use such aids for these presentations.
    - (iv) At the end of each talk, 3 - 5 minutes be given for questions and answers.
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6. Instructions on Group Discussions:
    - a. Group discussion techniques would be taught and demonstrated to students prior to holding discussion sessions.
    - b. A student would be detailed to conduct the discussion and conducting students would be rotated.
    - c. Topics of discussions on general / professional subjects would be given to conducting students in advance by the RAET.
    - d. Discussions would be conducted in groups of 4 – 6 students or as appropriate / practicable, to ensure that each student in the group effectively participates.
    - e. Minimum number of Group Discussions per student per course would be 2 to 4.
  
  7. Instructions on Role Play:
    - a. RAETs would develop a scenario for each Role-play game.
    - b. Simple Role-play be planned to start with, leading to more advanced ones.
    - c. Students in groups / syndicates would be detailed to play different roles e.g. Executive Director of a Company, Director Finance, Director Production, Director Marketing etc.
    - d. In different games the duties mentioned above would be rotated.
    - e. Minimum number of Role-play per student per course would be 2 to 4.
  
  8. Instructions on Interview Techniques:
    - a. RAETs should hold lecture(s) / Workshops for students preferably by HR specialists. The lecture(s) could be held in the auditorium combining all sections of a batch or more than one batch of students.
    - b. Mock interview sessions be arranged.
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