UNIVERSITI TEKNOLOGI MARA
IMD207: COMMUNICATION SKILLS FOR INFORMATION PROFFESIONAL II

Course Name (English)	COMMUNICATION SKILLS FOR INFORMATION PROFFESIONAL II `APPROVED`
Course Code	IMD207

MQF Credit	3

Course Description	This course is designed to provide students with skills in public speaking. Students will be exposed to the various types of public speaking and techniques to become an accomplished speaker. Students will also learn how to prepare good speeches, gathering materials for the speeches and using visual aids to give more impact to the speeches.

Transferable Skills	1. Effective Communicator 2. Responsive

Teaching Methodologies	Lectures, Discussion

CLO	CLO1 Apply the principles of effective public speaking. CLO2 Acquire the skills of public speaking and deliver the speeches effectively. CLO3 Prepare various types of speeches effectively.

Pre-Requisite Courses	No course recommendations

Reading List	**Recommended Text**	Lucas, E.L. 2012, *The art of public speaking*, 11 Ed., Boston: McGraw-Hill.
	Reference Book Resources	Metcalfe, S. 2004, *Builiding a speech* , 5 Ed., , Belmont : Thomson Wadsworth [ISBN:]
		Sallehudin Hj. Mohd Noor, Jallaluddin Hj. Moh 2003, *Pengucapan awam*, Ed., , Kuala Lumpur : Thomson Wadsworth. [ISBN:]
		Sidhu, K.K. 2006, *Public speaking and presentation skills*, Ed., , Kuala Lumpur: Universiti Malaya Press [ISBN:]
		Abdullah Hassan & Ainon Mohd 2005, *Teori dan teknik ucapan berperpengaruh*, Ed., , Kuala Lumpur: PTS Profesional [ISBN:]
		Devito, J.A 2009, *The essential elements of public speaking* , 3 Ed., , Boston: Pearson Education. [ISBN:]
		Griffin, C. L. 2004, *Invitation to public speaking*, Ed., , Belmont: Thomson Wadsworth [ISBN:]
		Jaffe, C. 2004, *Public speaking : Concepts and skills for a* , 4 Ed., , Belmont: Thomson Wadsworth [ISBN:]
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	