| Course Name (English) | EFFECTIVE PRESENTATION SKILLS APPROVED |
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| **Course Code** | ALS251 |

| MQF Credit | 4 |
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| Course Description | This course aims to improve students' oral presentation skills. Students should be able to express and support their point of views through public speaking, debate and forum activities. Through this course students are able to develop effective oral presentation skills and leadership skills to become an effective negotiator and communicator. |
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| Transferable Skills | Ability to transfer presentation and communication skills in academic and professional settings confidently, respectfully and responsibly. |
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| Teaching Methodologies | Lectures, Discussion, Presentation, Peer Practice, Collaborative Learning |
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| CLO | CLO1   Display effective presentation skills for English professional communication |
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| | CLO2   Demonstrate social skills in preparing for and delivering oral presentations |
| | CLO3   Display leadership and teamwork skills in preparing for and delivering oral presentations |

| Pre-Requisite Courses | No course recommendations |
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| Topics |
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| **1. Introduction to effective presentation skills** <br> 1.1) Ice-breaking activities, introduction to oneself to others, whi-questions in conversations, expressions to sustain conversations |
| **2. Basic principles of presentation skills** <br> 2.1) Brainstorming techniques, developing ideas, organizing ideas, delivery techniques (body language, facial expressions, voice projection, eye contact, pace and visual aids) |
| **3. Speeches on special occasions (types and formats)** <br> 3.1) types and organisation of speeches |
| **4. Speeches on special occasions (drafting)** <br> 4.1) Developing ideas, brainstorming, outlining and drafting |
| **5. Speeches on special occasions (editing)** <br> 5.1) Proofreading and revising draft |
| **6. Individual presentation (Speech on special occasions)** <br> 6.1) Delivery of speech |
| **7. Individual presentation (speeches on special occasions)** <br> 7.1) Delivery of speech |
| **8. Introduction to Persuasive Speech** <br> 8.1) Format, organisation, language expressions, outlining and drafting |
| **9. Persuasive speech (Drafting)** <br> 9.1) Topic selection, proofreading and revising draft on persuasive speech |
| **10. Persuasive Presentation (pair work)** <br> 10.1) Pair work presentation based on draft |
| **11. Introduction to forum** <br> 11.1) Understanding group discussions and formats of a forum, outlining and drafting |
| **12. Forum (Drafting)** <br> 12.1) Proofreading and revising draft on forum |
| **13. Forum (Group Presentation)** <br> 13.1) Group presentation |
| **14. Forum (Group Presentation)** <br> 14.1) Group presentation |

| Assessment Breakdown | % |
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| Continuous Assessment | 100.00% |

| Details of Continuous Assessment | Assessment Type | Assessment Description | % of Total Mark | CLO |
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| | Assignment | Draft of Persuasive Presentation | 10% | CLO1 |
| | Assignment | Forum (Draft) | 10% | CLO1 |
| | Presentation | Direct observation of Persuasive Presentation | 10% | CLO2 |
| | Presentation | Direct Observation of Persuasive Presentation | 10% | CLO3 |
| | Presentation | Direct Observation of Forum (group presentation) | 10% | CLO2 |
| | Presentation | Direct Observation of Forum (group presentation) | 10% | CLO3 |
| | Presentation | Persuasive Presentation (pair work) | 10% | CLO1 |
| | Presentation | Forum (Group presentation) | 10% | CLO1 |
| | Presentation | Speech for a special occasion (individual presentation) | 20% | CLO1 |

| Reading List | Recommended Text | Kate Atkin 2015, *The Presentation Workout: The 10 tried-and-tested steps that will build your presenting skills*, Pearson UK [ISBN: 9781292076720] |
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| | | Stephen E. Lucas 2019, *The Art of Public Speaking*, 13th Edition Ed., McGraw-Hill Education [ISBN: 978125992460] |
| | Reference Book Resources | Carol Silvis 2015, *Presentation Skills: One Hour Workshop*, Cengage Learning Ptr [ISBN: 9781305507418] |
| | | James Schofield 2014, *Presentation Skills in 7 simple steps*, HarperCollins UK [ISBN: 9780007556809] |
| | | Donna Fullmer 2014, *Studio Companion Series Presentation Basics*, A&C Black [ISBN: 9781609011017] |
| | | Chris Anderson 2016, *TED Talks: The official TED guide to public speaking*, Hachette UK [ISBN: 9781472228031] |

| Article/Paper List | Reference Article/Paper Resources | Pham Thi Phuong 2018, The Use of Videotaping in Improving Students' Presenation Skill in English, *Journal of Science*, Vol. 15, No. 1, 68 [ISSN: 1859-3100] http://www.vjol.info/index.php/sphcm/article/viewFile/32972/28058 |
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| | | Hsin-Yi Liang and Brent Kelsen 2018, Influence of Personality and Motivation on Oral Presentation Performance, *Journal of Psycholinguistic Research* [ISSN: 1573-6555] https://link.springer.com/content/pdf/10.1007%2Fs10936-017-9551-6.pdf |
| | | Pudijiono Sukoco 2017, The Effects of Presentation Method and Learning Skill toward English Abilities for Eleventh Grade Students at Senior High Schools in East Lampung, *Journal of English Language Teaching*, Vol. 5, No. 2, 131 |
| | | Luc De Grez, Martin Valcke, Irene Roozen 2012, How effective are self-and peer assessment of oral presentation skills compared with teachers' assessments?, *Active Learning in Higher Education*, 129 http://journals.sagepub.com/doi/full/10.1177/1469787412441284 |

| Other References | This Course does not have any other resources |
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