



UNIVERSITI TEKNOLOGI MARA

BAE504: PRESENTATION SKILLS (ARABIC LANGUAGE)

Course Name (English)	PRESENTATION SKILLS (ARABIC LANGUAGE) APPROVED
Course Code	BAE504
MQF Credit	3
Course Description	This course focuses on delivering effective presentations in Arabic Language. It encompasses work-related presentations such as report presentations, working paper presentations, etc. Students are trained to prepare and plan presentations and to communicate effectively using linguistics and non-linguistics elements. They are also trained to use appropriate computer software and AV equipment in presentations.
Transferable Skills	-Demonstrate ability to communicate clearly and confidently, and listen critically (Effective communicator) -Demonstrate enthusiasm, leadership and the ability to positively influence others (Confident)
Teaching Methodologies	Lectures, Blended Learning, Tutorial, Discussion, Presentation
CLO	CLO1 Acquire the principles, objectives and important elements involved in presentations CLO2 Acquire the techniques and methods in presentations CLO3 Use appropriate computer software and AV equipment in presentations CLO4 Prepare and deliver effective presentations
Pre-Requisite Courses	No course recommendations

Topics
1. Introduction to presentations skills 1.1) Definition and background of presentation 1.2) The importance of presentation skills 1.3) Elements of presentation
2. Features of presenters: 2.1) Talent 2.2) Knowledge 2.3) Fluency 2.4) Honesty 2.5) Accuracy 2.6) Enthusiasm 2.7) The ability to recall 2.8) Self confidence etc.
3. Types of presentations 3.1) Lecture 3.2) Narration
4. Important aspects in delivering of presentations 4.1) Linguistics 4.2) Phonology 4.3) Tones 4.4) Intonation 4.5) Repetition 4.6) Pauses 4.7) Clarity 4.8) 4.9) Para linguistics: 4.10) Body language (body movements, motions, eye contact, general appearance etc.) 4.11) Characteristics of good presenter

- 4.12) Voice and microphone usage
- 4.13) Light aspect

5. Important phrase in presentation

- 5.1) Introductions phrases (greeting the audience, self introducing, -introducing the title and the presentation overview, objective etc.)
- 5.2) During the first part of presentation
- 5.3) Conjunctions
- 5.4) Phrases used to connect ideas
- 5.5) Presenting the diagrams, graphs and examples
- 5.6) Conclusion
- 5.7) Suggestion/ recommendation
- 5.8) Signalling the end
- 5.9) Summarizing
- 5.10) Ending

6. Effective writing for presentation

- 6.1) Summary
- 6.2) Diagrams
- 6.3) Colors
- 6.4) Graphs
- 6.5) Tables
- 6.6) Text and images
- 6.7) Conclusions

7. Use of computer software and AV equipment

- 7.1) The use of power point
- 7.2) The use of prezi

Assessment Breakdown	%
Continuous Assessment	100.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Group Project	Group presentation	20%	CLO1 , CLO2 , CLO3 , CLO4
	Online Quiz	Multiple choice & True-false	10%	CLO1
	Presentation	Presentation 1	20%	CLO1 , CLO2 , CLO3 , CLO4
	Presentation	Presentation 2	20%	CLO1 , CLO2 , CLO3 , CLO4
	Presentation	Presentation 3	30%	CLO1 , CLO2 , CLO3 , CLO4

Reading List	Recommended Text	Khalid Tukul Mursi 2010, <i>Fann al-Ilqa' Wa at-Tahrir al-Kitabi</i> , 1 Ed., Maktabatt al-Adab Cairo
	Reference Book Resources	<ul style="list-style-type: none"> • Asmah Haji Omar 2007, <i>Kesantunan bahasa dalam pengurusan, pentadbiran dan media</i>, Dewan Bahasa dan Pustaka Kuala Lumpur • Ayman Abu al-Rus 2012, <i>Kayfa Takun Muhaddithan</i>, Maktabatt Ibn Sina. Cairo • Ayman al-Husayni 2012, <i>Wada'an lil-Khaji wa Ihmirar al-Wajh</i>, Maktabatt Ibn Sina. Cairo • Jidithiyatt Anjam 2012, <i>Silsilatt al- 'Amal wa al-Hayatt: Tahfiz al-akharin</i>, Maktabatt Lubnan Nashirin. Lubnan • Kulwinder Kaur Sidhu 2005, <i>Public speaking And presentation skills</i>, Universiti Malaya. Kuala Lumpur • Muhammad 'Abd al-Rahim 'Ads 2012, <i>Fann al-Ilqa'</i>, Dar al-Masiratt Cairo • Steve Shabishd 2012, <i>Silsilatt al- 'Amal wa al-Hayatt: Ijadatt al-'Urud al-Taqdimiyatt</i> Maktabatt Lubnan Nashirin Lubnan • Yurk Bris 2001, <i>Maharatt al-'Ard wa al-Ta'thir fi al-Sami'in</i>, Maktabatt Lubnan Nashirin Lubnan • Yurk Bris 2012, <i>al-Idaratt al-'Amaliyyatt: al-'Urud al-Najih Khataya wa Munaqasyatt</i>, Maktabatt Lubnan Nashirin Lubnan • Yurk Bris 2012, <i>al-Idaratt al-Najihatt fi 60 Daqiqah: Tahfiz al-'amilin</i>, Lubnan: Maktabatt Lubnan Nashirin Lubnan
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	