UNIVERSITI TEKNOLOGI MARA
BAE508: PRESENTATION SKILLS (ARABIC LANGUAGE)

Course Name (English)	PRESENTATION SKILLS (ARABIC LANGUAGE) `APPROVED`
Course Code	BAE508

MQF Credit	3

Course Description	This course aims to equip students with practical presentation techniques in Arabic. Through this course students are trained to plan and prepare presentation material in effective form. Students are also taught how to deliver oral presentation creatively and effectively.

Transferable Skills	Demonstrate ability to communicate clearly and confidently, and listen critically.

Teaching Methodologies	Blended Learning, Demonstrations, Web Based Learning, Discussion, Presentation, Performance, Peer Practice

CLO	CLO1 Demonstrate ability to use effective Arabic language in oral presentation. (P4)
	CLO2 Demonstrate creative presentation with clear and good organization of idea. (A3)
	CLO3 Demonstrate ability to select effective material and organize information correctly in oral presentations. (A3)

Pre-Requisite Courses	No course recommendations

Topics
1. Introduction to presentation skills   1.1) Definition and background of presentation skills   1.2) The importance of presentation skills   1.3) Elements of presentation
2. Features of the presenter: 2.1) Talent   2.2) Knowledge   2.3) Fluency   2.4) Honesty   2.5) Accuracy   2.6) Spirit   2.7) Ability to remember   2.8) Self confidence
3. Types of presentations: 3.1) ? Lecture   3.2) ? Narratives
4. Important aspects of delivery: 4.1) Languages   4.2) Pronunciation   4.3) Pressure   4.4) Intonation   4.5) Repetition   4.6) Pause   4.7) Clarity   4.8) Linguistic aspects   4.9) Body language (body movements, eyes, external appearance)   4.10) Sound and microphone use   4.11) Light / light aspect

5. Essential phrases in presentation:
5.1) Introductory phrases (addressing the audience, the introduction, introducing the title and outline of the presentation and objectives)
5.2) Opening section
5.3) Phrases used to communicate ideas
5.4) Discourse markers
5.5) Use of charts, diagrams and examples
5.6) Conclusion
5.7) Proposal
5.8) Alerts to end the presentation
5.9) Summary
5.10) Closing the presentation
5.11) Question and answer session

6. Preparation of effective materials in presentation:
6.1) Summary
6.2) Diagrams
6.3) Color
6.4) Graphs
6.5) Schedule
6.6) Text and image

7. Software usage:
7.1) PowerPoint
7.2) Prezi

Assessment Breakdown	%
Continuous Assessment	100.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Presentation	Students present a group presentation	30%	CLO1
	Presentation	Students deliver presentation individually	30%	CLO2
	Presentation	Students deliver presentation individually	40%	CLO3

Reading List	This Course does not have any book resources
Article/Paper List	This Course does not have any article/paper resources
Other References	• **Book Ayman Abu al-Rus 2015,** *Kayfa Takun Muhaddithan Labiqan wa Tu'athir 'ala-Annaas* **, Maktabatt Ibn Sina** • **Book Najaat Aliy 2015,** *Fann al-Ilqaa' bayna annazariyyah wa alTatbiiq* **, Daar Lubnaan al-Misriyyah** • **Book Daar Lubnaan al-Misriyyah 2015,** *Al-maharat al-Lughawiyyah wa Fann al-Ilqaa'* **, Daar al-maseerah** • **Book Tom Bird 2021,** *Daliil Al-Qa'id Li Taqdiim Al-'uruud "Kayfa Tastakhdim Mahaataatika Ash-shakhsiyyah Li Al-Husuul 'Alaa Nataa'ij Qawiyyah"* **, Rawwabit Li An-Nashr wa Taqniyah Al-Ma'luumaat, Cairo** • **Book Maajidah Muraad 2020,** *Al-Ilqaa' Wa Fann Al-HAdiith Al-Mu'aththir* **, 'Aalam Al-Kutub, Jordan**