

English Presentation Skills

Part I

Course Title	:	English Presentation Skills
No. of Credits	:	3
Course Duration	:	15 weeks
Contact Hours per Week	:	3 hours
Pre-requisites	:	Nil
Equivalent Courses	:	Nil

Part II

Course Description

This course has been specifically designed to enhance students' speaking skills needed for academic and/or professional purposes. Its primary focus is to increase students' confidence and competence in using spoken English through intensive training, develop their abilities to analyse and evaluate spoken performances as well as to handle face-to-face interaction.

Course Intended Learning Outcomes (CILOs)

By the end of the course, students should be able to:

No.	CILOs
1	Improve their ability and confidence using spoken English
2	Perform prepared and impromptu speeches skillfully
3	Design, prepare and deliver effective oral presentations by focusing on specific areas: preparation, organisation, audience rapport, visual aids and delivery
4	Employ various techniques for gaining audience rapport and using effective imagery
5	Enhance their performance with the appropriate use of visual aids, handouts, and electronic presentation materials

Teaching and Learning Activities (TLAs)

TLA	Remarks	Relevant CILOs	Hours/week (if applicable)
Lecture	Lecture	1,2,3,4,5	2
In-class Practice	Tutorial	1,2,3,4,5	1
Presentation Preparation	Home	1,2,3,4,5	3
Assignments	Home	3,4,5	1
Reading and Listening	Home	1,3,4,5	2
Total			9

Assessment Tasks/Activities

Assessment	Remarks	Relevant CILOs	Weighting (if applicable)
Impromptu Speech	to evaluate students' ability to communicate ideas confidently, fluently and appropriately within a short period of preparation.	1,2,3,4	10%
Prepared Speech	to assess students' ability to define the topic and scope as well as the skills of preparation; organising information and ideas effectively.	1,2,3,4	15%
Speech Writing	to assess students' ability to write a professional speech with accurate grammar and appropriate choice of words.	2,3,4	15%
Assignments	to develop relevant grammar and vocabulary as well as the knowledge of presentation criticism.	1,2,3	20%
Formal Presentation with Q&A Session (Test)	to examine students' ability to use verbal and non-verbal skills; appropriate and effective visual aids and handle question-and-answer sessions appropriately	1,2,3,4,5	40%
Total			100%

Part III**Topic Areas**

	Week (if applicable)
Characteristics of effective presentations and discussions	3
Speaking effectively in groups	2
How to prepare and plan an oral presentation	2
Pronunciation and Stress	2
Delivery and Handouts	2
Importance of Visual Aids	2
Speech drafting	1

Resources***Principal Reading***

1. Anderson, K., Maclean, J. & Lynch, T. (2008). *Study Speaking*. (2nd ed.). Cambridge: Cambridge University Press.
2. Hewings, M. (2007). *English Pronunciation in Use – Advanced*. Cambridge: Cambridge University Press.

Supplementary Reading

1. Lynch, T. (2008). *Study Listening*. (2nd ed.). Cambridge: Cambridge University Press.
2. McCarthy, M. & O'Dell, F. (2008). *Academic Vocabulary in Use*. Cambridge: Cambridge University Press.
3. Gallo, C. (2009). *The presentation secrets of Steve Jobs: how to be insanely great in front of any audience*. New York: McGraw-Hill.

Website

1. BBC: Learning English: <http://www.bbc.co.uk/worldservice/learningenglish/>

Feedbacks from Local Academics and Fulbrighters

“The course is a good one. Some more fine tuning might be needed in CILO 1 and 2 to make them more measurable. Culture related topics could be assigned to broaden the students’ vision.”