

**26. Speaking AE2 (Effective Presentations)**

Course designation	<i>Giving presentations today becomes a vital skill for students to succeed not only in university but also at work in the future. Speaking AE2, therefore, provides students with the knowledge and skills needed to deliver effective presentations (informative and persuasive presentations).</i>
Semester(s) in which the course is taught	1, 2, summer semester
Person responsible for the course	Lecturers of School of Languages
Language	English
Relation to curriculum	Compulsory
Teaching methods	Lecture, lesson, mini presentations
Workload (incl. contact hours, self-study hours)	(Estimated) Total workload: 85 Contact hours (please specify whether lecture, exercise, laboratory session, etc.): lecture: 25 Private study including examination preparation, specified in hours: 60
Credit points/ECTS	2 credits/3.08 ECTS
Required and recommended prerequisites for joining the course	Students must complete AE1 courses
Course objectives	Speaking AE2 aims at introducing and training students in many aspects of giving a presentation: building up confidence, preparing and planning, using the appropriate language, applying effective visual aids, applying delivery techniques, dealing with questions and responding, performing body language, and so on.



Course learning outcomes	Upon the successful completion of this course, students will be able to:	
	Competency level	Course learning outcome (CLO)
	Knowledge	CLO1. Understand many aspects of giving a presentation: building up confidence, preparing and planning, using the appropriate language, applying effective visual aids, applying delivery techniques, dealing with questions and responding, performing body language
	Skill	CLO2. Prepare and deliver effective, formal, structured presentations that are appropriate to the specific environment and audience.
Attitude	CLO3. Deliver both informative and persuasive speech with confidence	



Content	<p><i>The description of the contents should clearly indicate the weighting of the content and the level.</i></p> <p>Weight: lecture session (2 hours)</p> <p>Teaching levels: I (Introduce); T (Teach); U (Utilize)</p>		
	Topic	Weight	Level
	Orientation & Introduction Needs analysis	2	I, T, U
	Building up confidence	2	T, U
	The first few minutes	2	T, U
	Organizing what you want to say	2	T, U
	Summarizing and concluding	2	T, U
	Using equipment	2	T, U
	Delivery techniques: Putting it all together	2	T, U
	Group presentations for the instructor's evaluation and advice	2	U
	Introduction to persuasive speeches	2	T, U
	Methods of persuasion	2	T, U
	Maintaining interest	2	T, U
	Dealing with problems and questions	2	T, U
	Body language	2	T, U
Individual presentations for the instructor's evaluation and advice	4	U	
Examination forms	Oral Presentations		



<p>Study and examination requirements</p>	<p><i>Attendance</i></p> <p>Regular on-time attendance in this course is expected. A student will be allowed no more than three absences. It is compulsory that the students attend at least 80% of the course to be eligible for the final examination.</p> <p><i>Missed Tests</i></p> <p>Students are not allowed to miss any of the tests (both Mid-term and Final). There are very few exceptions. Only with extremely reasonable excuses (e.g. certified paper from doctors), students may retake the examination.</p> <p><i>Class Behaviors</i></p> <p>Students are required to treat their studying in college as a full-time job and spend an adequate amount of time for this Speaking AE2 course with approximately 8-10 hours per week (both in class and self-study). Accordingly, students are supposed to follow the obligations below:</p> <ul style="list-style-type: none">● Prepare thoroughly for each class in accordance with the course syllabus and complete home assignments as the instructor's request.● Participate fully and constructively in all course activities and discussions (if any).● Display appropriate courtesy to all involved in the class.● Provide constructive feedback to faculty members regarding their performance. <p><i>Plagiarism</i></p> <p>Students are warned not to copy from other books or from their peers for all assessment tasks. Committing plagiarism will result in 0 point for the task. Students who plagiarize twice will be prohibited from sitting the final examination.</p>
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Reading list	<p>[1] Lowe, S, & Pile, L. (2010). <i>Presenting</i>. Singapore: Cengage Learning</p> <p>[2] Comfort, J. (1997). <i>Effective presentations</i>. Oxford: Oxford University Press</p> <p>[3] Lucas, S. (2014). <i>The art of public speaking</i> (12th edition). New York: McGraw-Hill Education.</p> <p>[4] Harrington, D., & Lebeau, C. (2009). <i>Speaking of speech</i>. Macmillan</p>
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