

University

Campus/Faculty /Field of Study

Culture Specification

Suan Dusit University

Business English Program

Faculty of Humanities and Social Sciences

1. General Information

1.1 Course title and code

1552125 Business Presentations

1.2 Credit Hours

3 (3-0-6)/ 3 hours/wk

1.3 Program in which the course is offered and course types (compulsory, elective, etc)

Compulsory

1.4 Name of faculty member responsible for the subject / Name of lecturer

1) Name of lecturer being responsible for the subject: Ms. Janalyn Ramos-Dayrit

2) Name of lecturer: Ms. Janalyn Ramos-Dayrit

1.5 Semester/year at which the course is offered

1st Semester/2nd year

1.6 Pre-requisites for this course

None

1.7 Co-requisites for this course

None

1.8 Location (indicate room numbers)

Room 503 Building 32 Suan Dusit University

1.9 Date on which the course is modified

15 July 2019

2. Aims and Objectives

2.1 Subject aims

Upon completion of this course students should be able to achieve the following objectives:

1. Develop the confidence and capability to give good presentations, and to stand up in front of an audience and speak well.
2. Enhance knowledge about the subject matter, learn quickly, digest, and be able to explain any issue that comes up to someone else.
3. Improve skills to establish credibility, communicate information clearly and to persuade or influence the audience.
4. Understand the situation fully to appreciate peers' strength and weaknesses.
5. Work and be responsible for the assigned task, duties and roles in the workgroup.
6. Get some expert advice and coaching to enhance presentation skills with the use of information technology and helpful links about business presentation courses.

2.2 Purpose for developing/modifying the course

To develop ones' ability to learn how to become highly effective presenters.

3. Course Management

3.1. Course description

Features of presentation and techniques; practice presentation steps, vocabulary, expressions, and signposts. Deliver presentations and use visual aids.

3.2. Teaching Hours per semester

Lecture / Practice hours	Additional Teaching Hours	Training / Field work	Self-study
45	45	-	90

3.3. Additional Private Study or Learning Hours

Students can contact the teacher online through chat on social network applications or through phone calls from 8am until 5pm.

4. Development of Learning Outcome in Domains of Learning

Learning Outcomes Being Developed	Teaching Strategies	Methods of Assessment	Assessment Week	Proportion of Assessment
<p>1. Develop self-discipline, punctuality and responsibilities</p> <p>2. Show honesty in the assigned tasks</p> <p>3. Conform to rules and regulations</p> <p>4. Have academic and professional ethics</p>	<p>1. Take on time attendance, check assignments and give weekly tests</p> <p>2. Check assignments and grade weekly tests thoroughly</p> <p>3. Set guidelines for proper behavior and assign points accordingly</p> <p>4. Explain rules and regulations clearly and ask for justifying inappropriate behavior or action</p>	<p>1. On time attendance in every class</p> <p>2. Regular grading of assignments and tests</p> <p>3. Rubric for guidelines for behavior</p> <p>4. Lecture on rules and regulations and one to one chat with students if necessary</p>	1-15	10%
<p>1. Have an understanding of an acquired skill of English in listening, speaking, reading and writing</p> <p>2. Have knowledge in the field of Business English covering vocabulary, grammar and expressions</p> <p>3. Have basic knowledge of business</p> <p>4. Have integrated knowledge in other related disciplines</p>	<p>1. Discussions, videos, pair and group work</p> <p>2. Lectures, discussions, pair and group work</p> <p>3. Lectures, videos and power point presentations</p> <p>4. Class discussions on finding up-to-date information</p>	<p>1. Class activities, exercises and interviews</p> <p>2. Weekly individual and group tests and activities</p> <p>3. Class tests and interviews</p> <p>4. Exercises and discussions</p>	Week 2, 6, 8, 10, 12, 14 and 16	50%
<p>1. Have the ability to search for and integrate up-to-date information and new technology</p> <p>2. Think creatively and have the ability to apply knowledge appropriately</p> <p>3. Be able to think , analyze and solve problems systematically</p> <p>4. Synthesize original body of knowledge</p>	<p>1. Class discussions on finding up-to-date information</p> <p>2. Class activities based on situations in real life</p> <p>3. Assign problems using real life simulations</p> <p>4. Lectures, class discussions and exercises</p>	<p>1. Interactive talks and eliciting information</p> <p>2. Pair work, group and class exercises</p> <p>3. Assign exercises in pairs and groups</p> <p>4. Elicit information and answers from discussions and exercises</p>	14	20%

Learning Outcomes Being Developed	Teaching Strategies	Methods of Assessment	Assessment Week	Proportion of Assessment
<p>1. Have cooperative interpersonal skills and respect for the rights and opinions of others</p> <p>2. Communicate effectively</p> <p>3. Work, and be responsible for the assigned work, duties and roles in the workgroup</p>	<p>1. Have group and class discussions</p> <p>2. Interactive talks in class involving all students</p> <p>3. Group discussions with rotating group leaders</p>	<p>1. Provide feedback during and after discussions</p> <p>2. Provide opportunity for equal participation and healthy discussions</p> <p>3. Assign points to group leaders and individual members for responsibility and participation in discussions</p>	1-15	10%
<p>1. Be able to use information technology to search for information and present work</p> <p>2. Use information technology for communication</p> <p>3. Calculate and analyze basic quantitative data</p> <p>4. Calculate and process data by using computer applications</p>	<p>1. Assign exercises involving researching information on the internet</p> <p>2. Create Facebook and email groups, and use mobile apps</p> <p>3. Assign minor research work</p> <p>4. Assign exercises for finding and presenting information from the internet</p>	<p>1. Individual and group presentations</p> <p>2. Online exercises and assignments</p> <p>3. Monthly Individual presentations</p> <p>4. Weekly individual and group tests</p>	1-15	10%

5. Teaching Plan and Evaluation

5.1 Teaching Plan

Week	Content	Hours	Teaching Activities	Materials	Evaluation	Lecturer
1	Introduction to the course methodology and syllabus	3	- Explain the course syllabus, course overview and objectives	- Use the OHP, laptop, video, textbook in discussing the course syllabus	-Evaluate students about expectation and goals thru	Jana Ramos-

Week	Content	Hours	Teaching Activities	Materials	Evaluation	Lecturer
			<ul style="list-style-type: none"> - Student and teacher self-introductions - Hand-outs and visual aids. 	<ul style="list-style-type: none"> - Let the students participate by giving their views, expectations and comments 	<ul style="list-style-type: none"> participation (10%) 	Dayrit
2-3	Introduction to Presentation	6	<ul style="list-style-type: none"> - Handouts compilation and visual aids -Introduction to Presentation (Main purposes of presentation, presentation objective, the presentation journey, the start, structuring, delivery, the finish) - In-class exercises - Short quiz 	<ul style="list-style-type: none"> -Use the OHP, laptop, video, recording and textbook for the discussion - Let the students read, analyze and give feedback of the lesson - Initiate in-class exercises and short quiz at the end of the class 	<ul style="list-style-type: none"> - Evaluate students thru in-class exercises (book activities) and short quiz (10%) 	Jana Ramos-Dayrit
4-5	The Preparation: The Source of a Speaker's Power	6	<ul style="list-style-type: none"> - Handouts compilation and visual aids - Discuss the preparation: the source of a speaker's power, easy steps to a preparation and practice - In-class exercises - short quiz - role play 	<ul style="list-style-type: none"> - Use the OHP, laptop, video, recording and textbook for the discussion - Let the students participate in class discussion - Encourage students to give questions and responses before the in-class exercises and short quiz - Let students work in group for the presentation 	<ul style="list-style-type: none"> - Evaluate students thru in-class exercises (book activities) and short quiz (10%) - Evaluate students thru situations in a role play (10%) 	Jana Ramos-Dayrit
6-7	How to Overcome the Major Speaker Faults	6	<ul style="list-style-type: none"> - Handouts compilation and visual aids - Discuss how to overcome the major speaker faults - In-class exercises - Role play - Short quiz 	<ul style="list-style-type: none"> - Use the OHP, laptop, video, recording and textbook for the discussion - Let the students read the sentences and encourage them to give their views and in doing the in-class exercises - Let students work in group for the role play 	<ul style="list-style-type: none"> - Evaluate students thru in-class exercises (book activities) and short quiz 10 %) - Evaluate students thru situations in a role play (10%) 	Jana Ramos-Dayrit

Week	Content	Hours	Teaching Activities	Materials	Evaluation	Lecturer
				- A short quiz will be given at the end of class		
8-9	Conquer the Trouble Spots: The Basics	6	<ul style="list-style-type: none"> - Handouts compilation and visual aids - Discuss conquer the trouble spots: the basics - In-class exercises - Presentation - Mid-term 	<ul style="list-style-type: none"> - Use the OHP, laptop, video, recording and textbook for the discussion - Let the students participate in class discussion - Encourage students to give questions and responses before the in-class exercises and short quiz - Let students work in group for the Presentation 	<ul style="list-style-type: none"> - Evaluate students thru in-class exercises (book activities) and short quiz (10%) -- Evaluate students thru situations in a role play (10%) 	Jana Ramos-Dayrit
10-11	Master the Fine Points of Powerful Speaking	6	<ul style="list-style-type: none"> - Mid-term Examination - Handouts compilation and visual aids - Explain how the fine points of powerful speaking - In-class exercises - Role play - Short quiz 	<ul style="list-style-type: none"> -Use the OHP, laptop, video, recording and textbook for the discussion - Let the students read, analyze and give feedback of the lesson - Initiate in-class exercises and short quiz at the end of the class - Let students take the mid-term exam 	<ul style="list-style-type: none"> - Evaluate students thru situations in a role play (10%) -Mid-term exam (20%) 	Jana Ramos-Dayrit
12-13	Success is Turning Knowledge into Positive Action. Keep Growing!	6	<ul style="list-style-type: none"> - Handouts compilation and visual aids - Discuss how success is turning positive action and how to keep growing - In-class exercises - Short quiz 	<ul style="list-style-type: none"> - Use the OHP, laptop, video, recording and textbook for the discussion - Let the students read the sentences and encourage them to give their views and in doing the in-class exercises - Let students work in group for the presentation 	<ul style="list-style-type: none"> - Evaluate students thru in-class exercises (book activities) and short quiz (10%) 	Jana Ramos-Dayrit

Week	Content	Hours	Teaching Activities	Materials	Evaluation	Lecturer
				- A short quiz will be given at the end of class		
14	Presentation Project	3	- Individual Presentation	- Let students present their individual prepared presentation	- Evaluate students thru individual Project (20%)	Jana Ramos-Dayrit
15	Review of the topics	3	- Review content in all topics covered for the final exam - In-class exercises	- Use the OHP, laptop, video, recording and textbook for the final discussion and review - Initiate question and answer portion to test students readiness - Let students play a game for the in-class exercises	- Evaluate students thru in-class activities (book activities)	Jana Ramos-Dayrit

5.2 Assessment and Evaluation

1) Assessment

Attendance and Participation	20%
Group Project	20%
Quiz and Homework	20%
Midterm Exam	20%
Final Exam	20%

2) Evaluation

Scores	Grade
90-100	A
85-89	B+
75-84	B
70-74	C+
60-69	C
55-59	D+
50-54	D
0-50	F

6. Teaching and Learning Resources

6.1 Required text

Ramos-Dayrit, J. (2018). *Business Presentation*. Bangkok: Suan Dusit Graphic Site

6.2 Essential references

6.3 Suggested references

7. Course Evaluation and Improvement Processes

7.1 Strategies for Obtaining Student Feedback on Quality of Teaching

1. Formal evaluation by the university online and the Business English Program
2. Group and Class discussions

7.2 Other Strategies for Evaluation of Teaching

1. Independent feedback from students
2. Assessment of results achieved by students
3. Consultation with students' advisors

7.3 Processes for Improvement of Teaching

1. Discussions with and feedback from colleagues
2. Classroom research
3. Expand knowledge through online teaching courses
4. Attend seminars and conferences to interact with delegates and attend presentations to improve knowledge on teaching strategies

7.4 Processes for Verifying Standards of Students Achievement

Learning Outcomes in Five Domains	Assessment				
	Observation	Class Activities	Quiz, Midterm and Final Exam	Homework	Presentation
Morals and Ethics	✓				
Knowledge	✓		✓	✓	✓
Cognitive skills			✓	✓	✓
Interpersonal skills and responsibilities	✓				
Communication Information Technology and Numerical Skills	✓			✓	✓

7.5 Action planning for verifying and improving effectiveness of the course

1. Students' feedback on course – lessons and tests
2. Inclusion of topics (if any) as per suggestions by students
3. Assessment of students' display of language and business skills during class exercises and activities