

Course Specification

University Suan Dusit University
Campus/ Faculty/ Field of Study English Program, Faculty of Humanities and Social Sciences

1. General Information

1.1 Course title and code

Course code: 1554606

Course title: In English: English for Presentation Skills

In Thai: ภาษาอังกฤษเพื่อทักษะการนำเสนอ

1.2 Credit Hours

3(2-2-5)

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

Faculty of Humanities and Social Sciences – English Program – Compulsory

1.4 Name of faculty member responsible for the course

Thai Duong (Instructor)

1.5 Semester/year at which course is offered

Semester 1 Academic year 2563 / 4th year students

1.6 Pre-requisites for this course

None

1.7 Co-requisites for this course

None

1.8 Location:

To be announced later

1.9 Date on which the course is modified:

1 June 2020

2. Aims and Objectives

2.1 Course objectives

1. Be self-disciplined, punctual, and responsible for study and assigned work.
2. Be able to acquire and apply the knowledge morally and ethically
3. Have the general and systematic knowledge of the principles, theories, and subject matter of the English language.
4. Be able to apply the concepts and innovate to aid in continuously developing academic and professional skills.
5. Be able to use technology in acquiring, gather and recommend accurate and correct information for self-development and life-long learning.

2.2 Purposes for course development and modification

To modify and improve the course through the addition of teaching methods that promote active learning. These methods will help ensure that the aims and objectives of the course will be achieved.

3. Course Management

3.1 Course description

พัฒนาการสื่อสารและทักษะภาษาในการนำเสนอด้วยวาจาอย่างมีประสิทธิภาพ ได้แก่ การวิเคราะห์กลุ่มผู้ฟัง การเลือกหัวข้อนำเสนอ การกำหนดวัตถุประสงค์การนำเสนอให้ชัดเจน การจัดลำดับเนื้อหา การนำเสนอ การฝึกการนำเสนอ และการรับมือกับคำถามต่าง ๆ

Development of communication and language skills for the delivery of effective oral presentations; analysis of an audience; selection of topics; clear objectives of presentations; presentation content organization; presentation practice and question responses

3.2 Teaching Hours per semester

| Lecture/ Practice hours | Additional Teaching Hours | Training/ Fieldwork | Self-study |
|-------------------------|---------------------------|---------------------|------------|
| 45 hours | - | - | 90 hours |

3.3 Additional Private Study or Learning Hours

Students should listen to research and be exposed to English for a minimum of 15 minutes per day, preferably rising to 30 minutes per day in the second half of the semester. In addition, they must complete assignments, homework and prepare for a test. Total average time of 2 hours per week. The instructor can be contacted by phone or Line application at 088 028 7888 and by email at tyler.sdu@gmail.com.

4. Student Learning Development

Teaching and Assessment

| Learning Domain | Strategy | Assessment Method | Week of Evaluation | Percentage |
|--|--|--|--------------------|------------|
| <p><u>Morals and Ethics</u></p> <p>1. Be self-disciplined, punctual, and responsible for study and assigned work.</p> <p>2. Be able to acquire and apply the knowledge morally and ethically</p> <p>3. Accept other people’s opinions, have public mind, and collaborate with others.</p> <p>4. Be open-minded and have a holistic understanding of the society and the world.</p> <p>5. Solve problems with legal discretion, social norms, and Thai culture.</p> | <p>Promote cooperative learning that can help develop problem solving skills by prioritizing activities that are done by groups to let students learn to share equal responsibility in accomplishing tasks</p> | <p>Students will be observed for their work behavior by the lecturer and will also be evaluated by their peers</p> | <p>1 – 15</p> | <p>20%</p> |
| <p><u>Knowledge</u></p> <p>1. Have the general and systematic knowledge of the principles, theories, and subject matter of the English language.</p> <p>2. Do researches and improve the knowledge for life – long learning.</p> <p>3. Apply the knowledge of language for individual’s development and solve the problems.</p> | <p>Employ simulation and interactive demonstrations in presenting theories and principles of correspondence and the practical application of these concepts</p> | <p>Written formative and summative assessments (writing exercises, short tests, midterms and final exam) will be given to the students</p> | <p>1 – 15</p> | <p>40%</p> |

| Learning Domain | Strategy | Assessment Method | Week of Evaluation | Percentage |
|---|--|---|--------------------|------------|
| <p>4. Integrate the knowledge of language with other related field of study for reinforce 21st century skills.</p> | | | | |
| <p><u>Cognitive Skills</u></p> <p>1. Assess information, analyze cause of problem, and solve problem with suitable solution and creative.</p> <p>2. Integrate the English language skills and understand academic and professional concepts of the English language for future career.</p> <p>3. Apply innovation for communication skill improvement and life-long learning including exchange knowledge with other people.</p> <p>4. Be able to apply the concepts and innovate to aid in continuously developing academic and professional skills.</p> | <p>Organize activities that use the problem-based learning method to allow students to think logically and learn in a more constructive approach</p> | <p>Students will be observed for their work behavior by the lecturer as well as their peers and will also be assessed through written tests and exercises</p> | <p>1 – 15</p> | <p>10%</p> |
| <p><u>Interpersonal Skills and Responsibility</u></p> <p>1. Have the initiative to help others to solve problems and collaborate with other people creatively.</p> <p>2. Be initiative and creative in analyzing and solving problems with the knowledge of language including technology in present day.</p> <p>3. Show responsibility in learning to achieve personal development and help other people.</p> | <p>Organize activities that employ cooperative learning and problem-based learning to encourage students to work collaboratively</p> | <p>Behavioral observation and peer evaluation for group work or group assignments</p> | <p>1 – 15</p> | <p>20%</p> |

| Learning Domain | Strategy | Assessment Method | Week of Evaluation | Percentage |
|--|---|--|--------------------|------------|
| 4. Show leadership skill and be a reasonable follower when collaborating with other people. | | | | |
| <p><u>Analytical, Communicative and IT Skills</u></p> <p>1. Be skillful in computer and basic mathematics.</p> <p>2. Select media and technology suitable with learning and searching information effectively.</p> <p>3. Be able to use technology in acquiring, gather and recommend accurate and correct information for self-development and life-long learning.</p> <p>4. Apply media and technology for communication accurately and appropriately.</p> <p>5. Be able to check and adjust media and technological application suitably and usefully for language communication and life-long learning.</p> | Assign tasks that involve the use of technology in searching for information and encourage students to utilize a variety of technological resources in accomplishing and presenting tasks | Students will be evaluated through written assignments, group presentations and projects | 1 – 15 | 10% |

5. Lesson Plan and Evaluation

5.1 Lesson Plan

| Week No. (No. of hours) | Topics / Details | Teaching Strategies / Exercises | Assessment and Evaluation (Percentage) | Lecturer |
|-------------------------------|---|--|--|------------|
| 1 (3 Hrs.) | Foundations of Effective Communication <ul style="list-style-type: none"> ● Introduction to public speaking ● Managing nervousness ● Listening | Power point presentation, ice-breaking activity, group discussion, speaking assignment | Attendance and Participation – 15% Assignments – 20% Presentations-30% | Thai Duong |
| 2 (3 Hrs.) | Getting to know Your Audience and Situation <ul style="list-style-type: none"> ● Audience Analysis ● Situational Analysis | Group presentation, brainstorming activity, worksheet assignment, discussion, on-line assignment, EDMODO | | Thai Duong |
| 3 ONLINE (3 Hrs.) | Selecting Your Topic and Purpose <ul style="list-style-type: none"> ● Select and narrow your topic ● Create a central idea ● Constructing a working outline | Online Teaching – Microsoft Meetings, video lecture, EDMODO, online exercises, discussion, homework | Attendance and Participation – 15% Assignments – 20% Presentations-30% | Thai Duong |
| 4 (3 Hrs.) | Preparing Content <ul style="list-style-type: none"> ● Locating information ● Evaluating information and avoiding plagiarism ● Supporting your ideas | Power point presentation, group activity and discussion, speaking assignment, online activity, feedback | | Thai Duong |
| 5 ONLINE | Organizing the Speech <ul style="list-style-type: none"> ● The body of the speech | Online Teaching – Microsoft Meetings, video lecture, EDMODO, | Attendance and Participation – 15% | Thai Duong |

| | | | | |
|-------------------------|---|---|--|------------|
| (3 Hrs.) | <ul style="list-style-type: none"> ● Organizational strategies ● Outlining the speech | online exercises, discussion, homework | Assignments – 20% Presentations-30% | |
| 6 (3 Hrs.) | Introducing and Concluding Your Speech <ul style="list-style-type: none"> ● Purpose of an introduction ● Attention-getters ● Purpose of a conclusion | Power point presentation, group activity and discussion, speaking assignment, online activity, feedback | | Thai Duong |
| 7 ONLINE (3 Hrs.) | Using Language Successfully <ul style="list-style-type: none"> ● Importance of language ● Using language effectively ● Presentation software | Online Teaching – Microsoft Meetings, video lecture, EDMODO, online exercises, discussion, homework | Attendance and Participation – 15% Assignments – 20% Presentations-30% | Thai Duong |
| 8 (3 Hrs.) | Delivering Your Speech <ul style="list-style-type: none"> ● Types of presentation aids ● The process of listening ● Evaluating speeches | Power point presentation, group activity and discussion, speaking assignment, online activity, feedback | | Thai Duong |
| 9 ONLINE (3 Hrs.) | The Informative Speech <ul style="list-style-type: none"> ● What is informative speaking ● Preparing an informative speech ● Evaluate an informative speech | Online Teaching – Microsoft Meetings, video lecture, EDMODO, online exercises, discussion, homework | | Thai Duong |
| 10 (3 Hrs.) | The Persuasive Speech <ul style="list-style-type: none"> ● What is persuasive speaking ● Preparing a persuasive speech ● Evaluate a persuasive speech | Power point presentation, group activity and discussion, speaking assignment, online activity, feedback | Attendance and Participation – 15% Assignments – 20% Presentations-30% | Thai Duong |

| | | | | |
|--------------------------|---|--|---|------------|
| 11 ONLINE (3 Hrs.) | Impromptu Speaking <ul style="list-style-type: none"> ● What is impromptu speaking ● Preparing for an impromptu speech ● Evaluate an impromptu speech | Online Teaching – Microsoft Meetings, video lecture, EDMODO, online exercises, discussion, homework | Project – 15% | Thai Duong |
| 12 (3 Hrs.) | Speaking on Special Occasions <ul style="list-style-type: none"> ● The process for special occasion speaking ● Types of special occasion speeches ● Preparing and delivering the speech | Power point presentation, group activity and discussion, speaking assignment, online activity, feedback | Attendance and Participation – 15% Assignments – 20% Presentations-30% Project – 15% | Thai Duong |
| 13 ONLINE (3 Hrs.) | Speaking on Social Media <ul style="list-style-type: none"> ● Strategies for speaking professionally on social media ● Sound, camera, and lighting set-up | Online Teaching – Microsoft Meetings, video lecture, EDMODO, online exercises, discussion, homework assignment | | Thai Duong |
| 14 (3 Hrs.) | In-Class Presentations <ul style="list-style-type: none"> ● Students assigned a specific type of speech to present (3-5 minutes) | Student individual presentations for evaluation, comments, and feedback | Attendance and Participation – 15% | Thai Duong |
| 15 ONLINE (3 Hrs.) | Final Exam Interviews <ul style="list-style-type: none"> ● Written submitted online ● Individual oral examination | One-on-one interview, written exam through EDMODO | Project – 15% Final Exam – 20% | Thai Duong |

5.2 Assessment and Evaluation

1) Grading Breakdown:

| | |
|------------------------------|-----|
| Attendance and participation | 15% |
| Written assignments | 20% |
| Presentations | 30% |
| Social media project | 15% |
| Final exam | 20% |

2) Grade Evaluation: Norm-Referenced Criterion-Referenced

Grading Criteria

| Grade | Percentage | Level |
|-------|------------|-------|
| A | 90-100 | 4.00 |
| B+ | 85-89 | 3.50 |
| B | 75-84 | 3.00 |
| C+ | 70-74 | 2.50 |
| C | 60-69 | 2.00 |
| D+ | 55-59 | 1.50 |
| D | 50-55 | 1.00 |
| F | 0-49 | 0.49 |

6. Learning Resources

6.1 Required Texts

Coopman, S. J. & Lull, J. (2017). *Public Speaking: The Evolving Art (4th Edition)*. Stamford, CT: Cengage Learning.

6.2 Essential References

English – English / English – Thai dictionary
<http://www.google.com>

6.3 Recommended Books and Reference Material

www.youtube.com

7. Course Evaluation and Improvement

7.1 Student course evaluation strategies

- 1) Confidential teacher evaluation done by the students
- 2) Evaluation of each learning domain done by the students

7.2 Teaching evaluation strategies

- 1) Confidential Teacher Evaluation Form
- 2) Student self-evaluation form

7.3 Teaching Improvement Process

Course and teaching evaluation results will determine appropriate improvements for the course and the teaching strategies

7.4 Standard verification of student achievement

Verification of student learning outcome is done through behavioral observation, test scores, activities and presentations.

| Learning Outcome | Evaluation Methods | | |
|---|------------------------|---------------|----------------------------|
| | Behavioral Observation | Tests / Exams | Activities / Presentations |
| Morals and ethics | ✓ | ✓ | ✓ |
| Knowledge | ✓ | ✓ | ✓ |
| Cognitive Skills | ✓ | ✓ | ✓ |
| Interpersonal skills and responsibility | ✓ | ✓ | ✓ |
| Analytical, Communicative and IT skills | ✓ | ✓ | ✓ |

7.5 Action plan for verifying and improving course effectiveness

- 1) Verification is done following the standards in 7.4
- 2) In the event that the student scores do not verify the effectiveness of the course, students are allowed to improve their scores as deemed necessary