

Weeks	Contents/Topics
1	What is Communication? Let's Discover! Overcoming fear of public speaking Techniques for building confidence, Course Introduction
2	Presentation Skills: Planning and Content Generation Preparing audio visual aids • Speaking Activity: Small talk (Class participation 1-small talk) Listening Lesson
3	Presentation Delivery Skills Speaking Activity: Impromptu speech (Class participation 2 Impromptu speech)
4	The sounds of English IPA Word and Sentence Stress English Intonation Speaking Activity: Impromptu speech (Class participation 2 Impromptu speech-

	continued) Listening Lesson
5	Briefings Speaking Activity: (Briefings-Class participation 3) Listening Lesson
6	Theory Mid 1
7	LAB MID 1-Formal Informative AV Presentation
8	Persuasive Skills: Pitching an idea Speaking Activity: (Briefings-Class participation 2 continued) Listening lesson: (listening-class participation 4)
9	Professional Meetings, Developing agenda, minutes of the meeting, announcement email Writing Activity: Agenda, minutes, email (Class participation 5-minutes of the meeting) Listening Lesson
10	LAB MID 2-Pitching an idea presentation
11	Theory Mid 2
12	Demonstrative Speech Speaking Activity: (Demo speech Class participation 6) Listening Lesson
13	Project: Workshop
14	Final Listening Exam
15	Demonstrative Speech Exam
16	Business Meetings Exam