



## **COURSE SYLLABUS**

in

**GEE-EE**

(Course Code)

**Functional English**

(Descriptive Title)

**1st**

Semester,  
A.Y.

**2023-2024**

INS Form 1  
September 2021  
Revision: 5  
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**Department/Area** : Department of English and Literary Studies  
**Curriculum** : Across Disciplines  
**Curricular Year** : Third Year  
**No. of Hours/Sem** : 54  
**Credit Unit(s)** : 3  
**Prerequisites** : None

**Vision of the University** : CTU as a premier, inclusive, globally-recognized research and innovation, smart, community-responsive, and sustainable technological university.

**Mission of the University** : The University shall primarily provide leading-edge degree programs, innovative professional, entrepreneurial, and technical instruction as well as research and extension programs that address both the needs of the region and the nation in the context of the global knowledge economy, Fourth Industrial Revolution, and sustainability.

**Goals of the University** : By the end of 2024, CTU will be globally recognized for its quality. Specifically, it will:

- Obtain a Philippine university system status with a CHED SUC Level V recognition or equivalent;
- Be ranked among the Top 10 Universities in the Philippines;
- Be included in the list of internationally recognized ranking of universities (including Quacquarelli Symonds, Times Higher Education, Shanghai University Ranking, World University Impact Rankings);
- Pursue efforts to pave way for the development of new programs (including natural sciences and Doctor of Medicine) and Transnational Higher Education;
- Achieve world-class performance and excellence in total quality management; and
- Lead innovations in the Fourth Industrial Revolution.

**Core Values** : Commitment, Transparency, Unity, Patriotism, Integrity, Excellence, Spirituality (CTU PIES)

**Course Description** : This course is designed to enhance the students' English language skills development by integrating the five macro language skills: listening, speaking, reading, writing and viewing. This course covers a broad range of competencies especially on information and media literacy, career context-specific vocabulary words in the discipline and effective oral communication strategies. The course culminates with students producing meaningful, results-driven speeches and demonstrating their presentation skills proactive to the demands of becoming competitive in the global market of the fourth industrial revolution.

**Graduate Attributes**

- GA 1:** Highly Skilled Individual
- GA 2:** Ethically-Imbued Professional
- GA 3:** Service-Oriented
- GA 4:** Effective Communicator

- Program outcomes

: PO1: Effectively communicate in English both orally and in writing

PO2: Work effectively and collaboratively with a substantial degree of independence in multi-disciplinary and multi-cultural teams

: PO3: Act in recognition of professional, social and ethical responsibility
- Course Learning Outcomes

CLO1: develop abilities in speaking, listening, reading, writing, and viewing responsive to and effective in diverse social contexts

CLO2: demonstrate confidence in negotiating information with others in the context of work and the wider community

CLO3: evaluate varied written texts and performance tasks in accordance to ethical standards

Course Content :

INTENDED LEARNING OUTCOMES (TIME ALLOCATION)	ASSESSMENT TASKS	TEACHING-LEARNING ACTIVITIES	CONTENTS	LEARNING RESOURCES	REMARKS
<div>Within the lesson, the students are expected to:</div> <div><div><div>● familiarize he VMGO of CTU and CAS;</div><div>● relate the course to the VMGO of CTU and CAS;</div></div></div>	<div><div>● oral examination</div></div>	<div><div>● discussion</div><div>● student-teacher interaction</div></div>	<div>1. vision, mission, goals, and objectives of CTU &amp; CAS</div>	<div>Manuals (Electronic)</div>	

<ul style="list-style-type: none"> <li>• adopt and maintain different roles for different audiences</li> <li>• develop a deep understanding of the ethical manners and technology that go into the execution of each speech situation</li> </ul>	<ul style="list-style-type: none"> <li>• extended written response</li> <li>• oral recitations</li> <li>• Constructed response</li> <li>• 4 minute script of their speech situation choice</li> </ul>	<ul style="list-style-type: none"> <li>• Lecture / discussion</li> <li>• Group discussion</li> <li>• Video presentations</li> <li>• Script Writing</li> </ul>	<p>2. Overview of the different speech situations</p> <p>3. Definition, roles and responsibilities and importance of being an anchor, toastmaster, moderator, reactor, presider and lecturer</p> <p>4. Ethical manners and ICT that aids in the execution of each speech situation</p> <p>5. Constructing a script for speech</p>	<ul style="list-style-type: none"> <li>• Slide share Videos</li> <li>• Powerpoint presentations</li> <li>• Video clips</li> <li>• Script Samples</li> <li>• Slideshare presentation</li> </ul>	
develop confidence in delivering speech	-” 2-minute fame” speech delivery	<ul style="list-style-type: none"> <li>• Brainstorming</li> <li>• Lecture</li> <li>• video analysis</li> <li>• pair feedbacking</li> </ul>	<p>Delivering Speech with Confidence</p> <ul style="list-style-type: none"> <li>• importance of confidence in speech delivery</li> <li>• strategies in developing confidence to deliver speech</li> </ul>	<ul style="list-style-type: none"> <li>• article: Delivering Your Speech</li> <li>• video clip: The Skill of Confidence by Dr. Ivan Joseph (TED TALK)</li> </ul>	

PRELIM EXAMINATION					
<ul style="list-style-type: none"><li>• recognize the imperatives in conducting/ hosting a well planned and organized conference done in any platform (face to face, teleconference, zoom)</li><li>• perform mock conference in various types</li><li>• assess the results of the mock conference by evaluating its flaws</li></ul>	<ul style="list-style-type: none"><li>• organize a mock conference</li><li>• perform a specific role in the mock conference</li></ul>	<ul style="list-style-type: none"><li>• lecture</li><li>• video analysis on a conducted conference</li><li>• group activity for the planning and organizing of conference</li></ul>	Planning and Organizing Conference <ol style="list-style-type: none"><li>1. Importance of conducting a conference</li><li>2. Types of Conference</li><li>3. Guide in Organizing Conference</li></ol>	<ul style="list-style-type: none"><li>• Video from Youtube</li><li>• Open-Access Materials</li></ul>	
<ul style="list-style-type: none"><li>• identify articles which technical jargons compliment specific fields of discipline</li><li>• choose jargons that would best suit the technical construction of an article for a specific field of discipline</li><li>• critique articles by taking the right jargons for a specific field of discipline</li></ul>	<ul style="list-style-type: none"><li>• summarize articles using the jargon words</li><li>• product function demonstration</li><li>• brochure with product description</li></ul>	<ul style="list-style-type: none"><li>• think, pair, and share</li><li>• brainstorming on product description and functionality</li><li>• buzz session</li><li>• demonstrations</li></ul>	Reading articles related to one's discipline (gathering technical jargons)	Open-Access Materials	

	and functionality				
<ul style="list-style-type: none"> <li>• Write interview questions</li> <li>• Conduct and record an interview</li> </ul>	Video-based assessment: interview with expert/s in one's discipline	<ul style="list-style-type: none"> <li>• Assigned reading</li> <li>• Crowdsourcing</li> <li>• Brainstorming</li> <li>• Live lecture</li> <li>• Role-playing exercises</li> </ul>	<p>INFORMATION GATHERING INTERVIEWS WITH EXPERTS IN ONE'S DISCIPLINE</p> <ol style="list-style-type: none"> <li>1. What is an Interview?</li> <li>2. Types of Interviews</li> <li>3. Goal of the interview</li> <li>4. Interviewing guidelines</li> <li>5. Documenting the interview</li> <li>6. Validating the information gathered</li> </ol>	<ul style="list-style-type: none"> <li>• Article</li> <li>• Video clips</li> <li>• Powerpoint Presentation</li> <li>• <i>Conducting an Interview</i> Worksheet</li> <li>• <i>Brainstorm Interview Questions</i> Graphic Organizer</li> </ul>	
<ul style="list-style-type: none"> <li>• outline a speech with the right content for the specific choice of audience</li> <li>• present an interesting speech topic</li> </ul>	<ul style="list-style-type: none"> <li>• Do a concept map on an interesting speech topic on powerpoint</li> </ul>	<ul style="list-style-type: none"> <li>• Video- based presentation</li> <li>• Pair discussion</li> </ul>	<p>Planning speeches</p> <ol style="list-style-type: none"> <li>1. Topic, type and purpose</li> <li>2. Knowing your audience</li> <li>3. Presentation aids</li> </ol>	<ul style="list-style-type: none"> <li>• Video clips</li> <li>• Worksheets</li> </ul>	

	<ul style="list-style-type: none"><li>● written speech (introduction part)</li></ul> <p>Rubric References: Written Speech Introduction Rubric: The content can be scored with: Excellent=10-9 Good=8-7 Satisfactory=6-5 Needs Improvement= 5 and below</p> <ol style="list-style-type: none"><li>1. gets attention</li><li>2. clearly identifies topics</li><li>3. Establishes credibility</li><li>4. Preview the main points</li></ol> <p>Thesis statement rubrics:</p>		4. Developing strong and clear thesis statement		
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	<a href="https://www.uen.org/rubric/previewRubric.html?id=27347">https://www.uen.org/rubric/previewRubric.html?id=27347</a>				
<ul style="list-style-type: none"><li>• use language appropriate to a range of audiences</li><li>• sequence written speech with some attention to organizing principles of importance</li><li>• Write an original speech on one’s field of specialization</li></ul>	written speech	<ul style="list-style-type: none"><li>• Pair oral and written activities</li><li>• Mind Mapping</li><li>• Outlining and writing the speech draft</li></ul>	Writing the Speech <ol style="list-style-type: none"><li>1. Language Choice</li><li>2. Use of Transitional phrases for coherence and unity</li><li>3. The superb speech Sandwich</li><li>4. (intro, Body and Conclusion)</li><li>5. The outline</li><li>6. The Draft</li></ol>	<ol style="list-style-type: none"><li>7. Video clips</li><li>8. Worksheets for Speech Writing</li></ol>	
<b>MIDTERM EXAM</b>					
<ul style="list-style-type: none"><li>• Choose appropriate mode of speech for a particular purpose and audience</li><li>• Utilize appropriate technical medium to reach intended audiences</li></ul>	<ul style="list-style-type: none"><li>• Analyze the appropriacy of mode, matter, and manner of speech from the video presented</li><li>• 2-minute individual</li></ul>	<ul style="list-style-type: none"><li>• Lecture</li><li>• Video analysis</li><li>• Group feedbacking on the students’ presentation</li></ul>	Employing Techniques in Speech Presentation/Mediated Speeches (Mode-Matter-Manner) <ol style="list-style-type: none"><li>1. Modes of Delivery</li><li>2. Tehnical Medium in Speech Delivery</li></ol>	<ul style="list-style-type: none"><li>• Video clip from TED talk (for analysis)</li><li>• Open-Access Materials</li></ul>	



<ul style="list-style-type: none"> <li>Present speech using appropriate mode and medium</li> </ul>	speech presentation		3. Considering the matter and manner of speech delivery  4. Techniques in In-Person and Mediated Speech Presentations		
<ul style="list-style-type: none"> <li>Discover the nature of successful speech delivery and its various techniques and styles.</li> <li>Adopt the strategies and tips in presenting an effective and engaging speech.</li> <li>Develop confidence and strong conviction in speech presentation applying the components of voice and body projection.</li> </ul>	Individual speech presentation with any of this mode; <ul style="list-style-type: none"> <li>Extemporaneous</li> <li>Oration</li> <li>Declamation</li> </ul>	<ul style="list-style-type: none"> <li>Live Screen Sharing Interaction</li> <li>Overview Discussion</li> <li>Intensive Lecture</li> <li>Line Delivery taken from theater arts presentation</li> </ul>	<b>VOCAL SOUND AND BODY PROJECTION</b> <b>A. Vocal Sound</b> 1. *Voice Quality  2. Intonation, Clarity, Emphasis, Pauses, Speech Pace, and Intonation  <b>B. Body Projection</b> 1. Body Placement  2. Facial Expression  3. and Gestures	<ul style="list-style-type: none"> <li>Internet</li> <li>Computer/Laptop</li> <li>Speakers</li> <li>Headset</li> <li>Microphone</li> </ul>	
<b>SEM-FINAL EXAM</b>					
<ul style="list-style-type: none"> <li>make an advertisement of their chosen degree program</li> <li>deliver a speech presentation in a conference</li> </ul>	individual speech presentation (see attachment: Rubrics)	<ul style="list-style-type: none"> <li>Group Brainstorming</li> <li>Creative Group Advertisement</li> </ul>	1. 5 Steps to Create the Perfect Outline  2. Polishing and Refining Reports and Proposals	<ul style="list-style-type: none"> <li>Internet connection</li> <li>Headset</li> </ul>	

		Writing <ul style="list-style-type: none"> <li>• organize educational conference</li> <li>• Creative Output Demonstration</li> </ul>	3. Applying the Tenets of Degree Program Advertisement  4. 11 Strategies for A+ Higher Education Marketing by Margot Whitney	<ul style="list-style-type: none"> <li>• Cellphone, laptop, desktop, tablet, video clips, speakers</li> </ul>	
<b>FINAL EXAM</b>					

**References:**

- R.A. 9744
- BOR Resolution
- [www.ello.uos.de](http://www.ello.uos.de)
- [www.fountainheadpress.com](http://www.fountainheadpress.com)
- [www.poynter.org](http://www.poynter.org) 8 essential skills for anchors
- Toastmasters speech series How to be a good moderator - speak with persuasion
- (<https://www.speakwithpersuasion.com>)
- Duties and responsibilities of a lecturer (SlideShare app) <https://study.com>
- Being an Ethical Speaker: Guidelines & Issues - Researchgate.net
- (PDF) ICT to enhance speaking skills
- <https://en.m.wikibooks.org>
- ICT in Education/The Uses of ICTs in Education
- Saro's Corner: Toastmaster Tips
- <https://toastmaster.sarocorner.com>
- How to make an anchor script for news casting - VisiHow (<https://visihow.com>)
- Scientific Session Sample Moderator Script ([www.acvim.org](http://www.acvim.org))
- <https://www.youtube.com/watch?v=w-HYZv6HzAs>
- <file:///E:/Drive/CTU/Functional%20English/references/Delivering%20speech.pdf>

- Types of Conferences: <http://thenutcracker.co.za/conference/types-of-conferences/>
- Planning and Conducting a Conference
- <https://www.thebalancesmb.com/meeting-planning-ideas-for-conferences-4061806>
- Sample Conference (for Analysis):
- <https://www.youtube.com/watch?v=GMIBc2UKC5k>
- The Production Process of Coca-Cola
- <https://it.coca-colahellenic.com/en/our-activities/plants-and-processes/production-processes/>
- <http://www.martymodell.com/pgsa2/pgsa07.html>
- <https://youtu.be/zclIY6TNM-w> (you may use other videos related to the program/discipline)
- <http://www.martymodell.com/pgsa2/pgsa07.html> 14
- <https://youtu.be/zclIY6TNM-w> (you may use other videos related to the program/discipline)
- [Course.lumenlearning.com](http://Course.lumenlearning.com)
- [Webuser.bus.umich.edu](http://Webuser.bus.umich.edu)
- <https://www.youtube.com/watch?v=wCzuAMVmlZ8>
- <https://www.youtube.com/watch?v=4bwDr7WVBwo>
- [www.write-out-loud.com](http://www.write-out-loud.com)
- <https://www.youtube.com/watch?v=n3kNIFMXslo> (for analysis)
- Methods of Delivery:
- <https://courses.lumenlearning.com/suny-publicspeakingprinciples/chapter/chapter-12-methods-of-delivery/>
- Speech Delivery:
- <https://2012books.lardbucket.org/books/public-speaking-practice-and-ethics/s17-delivering-the-speech.html>
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- <https://www.soappresentations.com/7-tips-on-how-to-use-your-voice-effectively-for-presentations/>
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- <https://www.wordstream.com/blog/ws/2019/09/30/higher-education-marketing>
- Rubrics: <https://www.uen.org/rubric/previewRubric.html?id=19557>

**Course Requirements:**

- Individual Speech Delivery  
Educational Conference (showcasing students’ skill in making and delivering presentation on their specific field)

**Evaluation Procedure:**

Major Exams (Midterm/Finals/Individual Speech Delivery/Educational Conference)	50%
<ul style="list-style-type: none"><li>• Class Standing</li></ul>	
<ul style="list-style-type: none"><li><ul style="list-style-type: none"><li>◦ Quizzes</li></ul></li></ul>	15%
<ul style="list-style-type: none"><li><ul style="list-style-type: none"><li>◦ Participation</li></ul></li></ul>	20%
<ul style="list-style-type: none"><li><ul style="list-style-type: none"><li>◦ Project</li></ul></li></ul>	15%
<hr/>	
	100%

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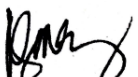
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Revision Date: August 14, 2023  
Submission Date: August 21, 2023

Utilized by:


  
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Upon Recommendation of the Curriculum Committee:

  
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