



## SPEAKING AE2 (EFFECTIVE PRESENTATIONS)

**1. Course code: EN012IU**

**2. Number of credits: 2**

**3. Instructor Information**

*Responsible for the course*

Instructor : .....

E-mail address : ..... Phone number: .....

*Consultation/Tutoring hours*

.....

**4. Course description:**

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). To do this, the course covers 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.

**5. Pre-requisite:** Placement into Speaking AE2 is by TOEFL iBT score (above 60)

**6. Materials:**

a. Textbook:

[1] Lowe, S, & Pile, L. (2010). *Presenting*. Singapore: Cengage Learning

b. Additional materials (AM):

[2] Comfort, J. (1997). *Effective presentations*. Oxford: Oxford University Press

[3] Lucas, S. (2014). *The art of public speaking* (12<sup>th</sup> edition). New York: McGraw-Hill Education.

c. Reference book:

[4] Harrington, D., & Lebeau, C. (2009). *Speaking of speech*. Macmillan

**7. Course objectives:**

On completion of the course, the students are able to prepare and deliver effective, formal, structured presentations that are appropriate to the specific environment and audience.

**8. Course implementation:**

(1) Time: The course is 15 weeks long, consisting of 15 class meetings with 2 periods/each.

## 9. Course outline:

WEEK	Content	MATERIAL(S) COVERED
1	<b>1. Orientation &amp; Introduction</b> <b>2. Needs analysis</b>	[1] <i>Presenting</i> , p. 5
2	<b>Building up confidence</b>	
3	<b>Unit 1: The first few minutes</b>	[1] <i>Presenting</i> , pp. 8-13 [2] <i>Effective Presentations</i> : p.7 + video clip; p.13+ video clip
4	<b>Unit 3: Organizing what you want to say</b>	[1] <i>Presenting</i> , pp. 22-27) [2] <i>Effective Presentations</i> : p.19 + video clip
5	<b>Unit 6: Summarizing and concluding</b>	[1] <i>Presenting</i> , pp. 40-45 [2] <i>Effective Presentations</i> : p.41 + video clip
6	<b>Unit 2: Using equipment</b>	[1] <i>Presenting</i> , pp. 14-21) [2] <i>Effective Presentations</i> : p.31 + video clip
7	<b>Delivery techniques: Putting it all together</b>	[2] <i>Effective Presentations</i> : p.50 + video clip Assignment: Topic(s) for group presentation)
8	Group presentations for the instructor's evaluation and advice	
9	<b>Introduction to persuasive speeches</b>	[3] <i>The art of public speaking</i> , Chapter 15 (Handout given by the instructor)
10	<b>Methods of persuasion</b>	[3] <i>The art of public speaking</i> , Chapter 16 (Handout given by the instructor)
11	<b>Unit 4: Maintaining interest</b>	[1] <i>Presenting</i> : pp. 28-33) [2] <i>Effective Presentations</i> : p.25 + video clip)
12	<b>Unit 5: Dealing with problems and questions</b>	[1] <i>Presenting</i> : pp. 34-39) [2] <i>Effective Presentations</i> : p.44 (Question time)
13	<b>Unit 6: Body language</b>	[2] <i>Effective Presentations</i> : pp.36-39
14	<b>Practice</b>	(to be determined by the instructor)
15	<b>Wrap-up and advice</b>	(to be determined by the instructor)

## 10. Policies and Expectations: Attendance, Missed Tests, Class Behaviors

### *Attendance*

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.

### *Missed Tests*



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 re-take the examination.

### *Class Behaviors*

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:

- 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.

### *Plagiarism*

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.

**11. Assessment:** Regular on-time attendance in these courses is expected. Students may miss only 3 classes without penalty. It is compulsory that the students attend at least 80% of the course to be eligible for the final examination.

### *Assessment Summary*

No.	Assessment Task	Scoring	Weighting
1	<b>On-going Assessment</b>	Out of 100	30%
3	<b>Mid-term Exam</b>	Out of 100	30%
4	<b>Final Exam</b>	Out of 100	40%

Revised by: Đỗ Thị Diệu Ngọc, M.A.

Reviewed by: Vũ Tiến Thịnh, M.A.

*Ho Chi Minh City, August 20, 2019*

Approved by the English Department Chair



**Dr. Nguyễn Huy Cường**