



FAKULTI TEKNOLOGI DAN KEJURUTERAAN

PROGRAM	Diploma in Accountancy
COURSE NAME	PUBLIC SPEAKING II
COURSE CODE	HPD221
CREDIT HOUR	3
SYNOPSIS	This course is aimed to polish students' public speaking skills and apply the skills in oral presentation for formal and informal occasions. At the end of the course, students will be able to deliver their speech effectively. Students will be taught to anticipate and deal with peer critique.
COURSE STRUCTURE	
CHAPTER	TOPICS
1	Formal Event Management 1.1 Master of Ceremony 1.2 Dress Code 1.3 Event Protocol
2	Speech Preparation 2.1 Selection of Topics 2.2 Content and Elaboration 2.3 Criteria of Effective Texts 2.4 Text Preparation
3	Barriers in Public Speaking 3.1 Internal 3.2 External
4	Building Confidence and Overcoming Nervousness 4.1 Steps of Overcoming Nervousness 4.2 Ways to Build Up Confidence
References:	1. Choy, Tuck Onn, and Fung, Anna Wai Choo, <i>Easy Steps to Public Speaking</i> , n/a, 1998, ISBN: n/a 2. Lucas, Stephen E, <i>The Art of Public Speaking</i> , n/a, 2009, ISBN: n/a Verdver, F. Rudolph, 3. Verdver, S.Kathleen & Sellnow, D. Deanna, <i>The Challenge of Effective Speaking</i> , n/a, 2008, ISBN: n/a

