



**FAKULTI PENGURUSAN & INDUSTRI HALAL**

<b>PROGRAM</b>	<b>Diploma in Accountancy</b>
<b>COURSE NAME</b>	<b>PUBLIC SPEAKING I</b>
<b>COURSE CODE</b>	<b>HPD111</b>
<b>CREDIT HOUR</b>	<b>1</b>
<b>SYNOPSIS</b>	This is a course for students who wish to develop and deliver speeches and oral presentations confidently. As effective public speaking skills are essential in professional and social interactions, students will be guided from the preparatory stage to the final stage of delivery.
<b>COURSE STRUCTURE</b>	
<b>CHAPTER</b>	<b>TOPICS</b>
<b>1</b>	<b>Types of Speeches</b>  1.1 Informative 1.2 Persuasive 1.3 Special Occasion Speeches 1.4 Inform students to look for topics (Informative Speech) – for the week 3 1.5 Meeting
<b>2</b>	<b>Speech Preparation</b>  2.1 Brainstorming 2.2 Selecting 2.3 Drafting 2.4 Discussing topics chosen
<b>3</b>	<b>Drafting the Speech to inform</b>  3.1 Beginning the Speech 3.2 Organizing the Body of the Speech 3.3 Ending the Speech
<b>4</b>	<b>Outlining the Speech</b>  4.1 A Preparation Outline must include the following criteria: 4.1.1 Title of speech 4.1.2 Specific Purpose 4.1.3 Central Idea 4.1.4 Introduction 4.1.5 Body 4.1.6 Conclusion 4.1.7 References



<b>5</b>	<b>Delivery</b>  5.1 Methods of Delivery 5.2 Impromptu 5.3 Extemporaneous 5.4 Techniques of Delivery  5.5 The S - The speaker's Voice 5.5.1 Volume 5.5.2 Pitch 5.5.3 Rate 5.5.4 Pauses 5.5.5 Vocal variety 5.5.6 Pronunciation 5.5.7 Articulation
<b>6</b>	<b>Using Audio-Visual Aids (AVA)</b>  6.1 Advantages of AVA 6.2 Types of AVA
<b>References:</b>	<ol style="list-style-type: none"><li>1. Choy, Tuck Onn, and Fung, Anna Wai Choo, <i>Easy Steps to Public Speaking</i>, n/a, 1998, ISBN: n/a</li><li>2. Lucas, Stephen E, <i>The Art of Public Speaking</i>, 10th, Boston: Mc Graw Hill, 2009, ISBN: n/a</li><li>3. n/a, <i>Modul Penerapan Kemahiran Insaniah dalam Kurikulum</i>, n/a, 2007, ISBN: n/a</li><li>4. Verderver, F. Rudolph, Verderver, S.Kathleen &amp; Sellnow, D. Deanna, <i>The Challenge of Effective Speaking</i>, Thomson Wodsworth, 2008, ISBN: n/a</li></ol>