

EFL-201 Communication and Presentation skills

Trimester __/____

Date(s) _____ Time _____ Venue _____

| Instructors | Office: | Telephone | E-mail |
|------------------------------------|------------------------------|------------------|-----------------------|
| | Academic Building # 1 | | |
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Note *Course coordinator

Course Outline

The course “Communication and Presentation skills” (Code EFL-201) aims at introducing to students the essential phases and the relevant expressions of the formal presentation. Throughout the course, students will be introduced to each consecutive phase and useful expressions of the formal presentation performance.

Towards the end of the course, students will then be tested individually on the application of the introduced techniques and expressions of the presentation skill throughout the trimester.

Course Materials:

Powell, Mark. (2010). Dynamic Presentations. Cambridge: Cambridge University Press.
[Available through order to the course coordinator]

คุณิอะกิ, อิวะนะมิ. (2017). เคล็ดลับเลิกทรมานกับการอ่านหนังสือ.

(พิชชาภา ผู้แปล.). กรุงเทพมหานคร: สำนักพิมพ์พราว.

(ผลงานต้นฉบับ ตีพิมพ์ปี 2014)

Graded tasks:

| Graded tasks | Types of work | Due Dates | Time | Scores |
|---|-------------------------------------|--|--|------------|
| Class participation | individuals, pairs, or groups | Unscheduled | Weekly class meetings (Weeks 1 – 9) | 10 |
| Final presentation: <ul style="list-style-type: none"> • Accuracy • Communication with the audience • Content organization • Visual aids • Gesture • Speech delivery | Individuals | Week 9 -Week 12 | Class meetings | 30 |
| Peer evaluation | Individuals | the next day after the observed presentation | 16:00 p.m. (Instructor’s office) | 5 |
| Audience participation & Question time | Individuals | Week 9 - Week 12 | Class meetings | 5 |
| 1-hour final examination | Individual | CES schedule | CES schedule | 50 |
| Total | | | | 100 |

Description of the graded tasks

1. Class participation (10 points)

Students are expected to attend every class during the trimester; in case of any **necessary absence**, students have to hand in to the instructor **an official record of business/sick leave request**, signed by the right authority.

From time to time, students will be assigned to work individually, in pairs, or in groups in the class. The in-class assignments are **not scheduled**. Those who attend all classes and complete all of the in-class assignments will be awarded the full scores. Each mysterious missing, regardless of the excuse, however reasonable it sounds, clarified afterwards, will lead to **3 points off** the total score of 10.

Note that certain unscheduled class participation assignments may carry learners' knowledge/competence evaluating score, which could be higher than 3 points; for these graded assignments, the score deduction for any missing will be higher than 3. You may consult your instructor for the grade award for each assignment.

2. Final individual presentation (30 points)

Each student has to prepare an individual 7-minute presentation on a specified topic, based on an assigned book (See above). However, additional contents from other sources are encouraged in order to achieve the presentation goal, e.g., persuasion, education, challenge or entertainment, etc., set by the presenter. The scheduled dates for the presentation are during Week 8's through Week 12's class meetings. See the specific date for the final individual presentations for each group in the schedule of class activities below. Each student will complete the presentation test in the order as displayed on the formal registration list issued by the Center for Education Services (CES).

The grading will focus on the following 2 areas: (1) the presenter and (2) the presentation. The evaluation of the presenter, the total of 12 points, includes the following criteria:

1. Professionalism (dress & posture),
2. Gesture - Usefulness to the presentation,
3. Voice quality (loudness, pace, tone, naturalness), and
4. Eye contact.

The evaluation of the presentation, the total of 18 points, includes the following criteria:

1. Clarity of the objective(s),
2. Speech comprehensibility,
3. Effectiveness of language use: Use of spoken/written language and cohesive devices,
4. Visual aids: Design and use,
5. Cognitive and mental impressiveness, and
6. Question management.

None of the students will be allowed to file any kind of business leave during the scheduled dates for the final presentation task. For a serious sick leave which requires the absentee to stay in hospital, s/he must file a formal sick leave request to which a formal medical certificate is attached within a week of the required leave. Violation of any kind will deprive the student of the right to take the final presentation examination.

3. Peer evaluation of the final individual presentation (5 points)

Each student will have to evaluate a classmate's presentation, any presentation of the student's preference. The grading of the evaluation will be done based on the instructor's evaluation of the quality of the peer evaluation. Students have to show their ability to apply the language skills they have learned from the class activities to provide constructive critique of his/her peer presentation. To avoid students' struggle with English writing problems, the critique will be written in Thai. The deadline for the submission of the peer evaluation is at the instructor's office before **16:00 p.m. on the next day after the observed presentation**.

4. Audience participation (5 points)

All students are expected to attend all of their friends' presentations. During all of the presentations, students must pay careful attention to the talks; any student who makes any casual/irrelevant conversation or inappropriate gestures during any of the presentations will lose 3 points off their full scores of 5.

Moreover, each student will have to ask at least one question of interest to any individual/group presenter of his or her choice; any student who fails to pose at least one question during the final presentation test will lose 3 points off the total score of 5. However, each student may ask more than one question. Bear in mind, though, that the accuracy of the question(s) asked will also be evaluated; each mistake, once detected by the instructor, will lead to 1 point off the total score.

Direction for question asking after a presentation

1. Prepare several labels of your ID number and name, in **Thai** and in **English**, before the scheduled final presentation session.
2. Raise your hand up when you want to ask a question.
3. In case there is more than one questioning participant, the presenter will decide which participant may ask a question first.
4. Pass your prepared ID/name label in (1) to the presentation evaluator before asking a question or leave it in an assigned location before asking a question.

5. Final test [Check with the Center of Education Services] (50 points)

An hour will be spent on a final exam which is designed to test student's theoretical knowledge of the presentation skills introduced to students throughout the coursework. The test date will be scheduled by CES; please check the time, the date and the venue of the test carefully. No excuse, besides a certified life-and-death matter, will be accepted for absence from the final test.

Evaluation

The grades to be awarded in this course will be of 8 levels: A, B+, B, C+, C, D+, D and F. To get an A, the total score of at least and over 80 is required; while the score range for the other grade levels will be determined by one of the following techniques that would best reflect the students' overall performance:

1. the standard deviation score divided by 2,
2. the difference between the maximum score and the minimum score divided by 8 (the number of the total grade levels), or
3. the score range proposed by CES' computerized system.

Schedule of Class Activities

| No | Month/Date | | Week/Session | Unit | Contents |
|----|-------------------|-----------|--------------|------|--|
| | Sections 1 & 2 | Section 3 | | | |
| 1 | Jan 29 | Jan 30 | 1/1 | | Material Preparation |
| 2 | Feb 1 | Feb 2 | 1/2 | | Course introduction |
| 3 | 5 | 6 | 2/1 | 1 | Opening and closing (Powell, 2010) |
| 4 | 8 | 9 | 2/2 | 2 | Smooth structure (Powell, 2010) |
| 5 | 12 | 13 | 3/1 | 3 | Voice power (Powell, 2010) |
| 6 | 15 | 16 | 3/2 | 4 | Visual aids (Powell, 2010) |
| 7 | 19 | 20 | 4/1 | 5 | Facts and figures (Powell, 2010) |
| 8 | 22 | 23 | 4/2 | 6 | Body language (Powell, 2010) |
| 9 | 26 | 27 | 5/1 | 7 | Rapport building (Powell, 2010) Impact technique (Powell, 2010) |
| 10 | Mar 1* (Mar 3) | Mar 2 | 5/2 | | Preparation for the final presentation # 1 |
| 11 | 5 | 6 | 6/1 | 8 | Storytelling (Powell, 2010) |
| 12 | 8 | 9 | 6/2 | 10 | Q&A sessions (Powell, 2010) |
| 13 | 12 | 13 | 7/1 | | Bringing it all together (Powell, 2010) |

Note * refers to a holiday and the substitution date is provided in parentheses underneath the holiday date.

Schedule for Oral presentations Sections 1 & 2

| No | Month/Date | Week/ session | Contents | Groups | Instructors |
|-------|----------------------|------------------|---|--------|-----------------------------|
| | Sections 1 & 2 | | | | |
| 14 | Mar 15 | 7/2 | Preparation for the final presentation # 2 | | |
| 15 | 19 | 8/1 | 7-minute Final presentation (5-minute presentation: 2-minute question time) 12 students (1-12) | 1 | Patnarin Kanyanat ARC304 |
| 16 | 22 | 8/2 | 7-minute Final presentation (5-minute presentation: 2-minute question time) 12 students (13-24) | 1 | Patnarin Kanyanat ARC304 |
| 17 | 26 | 9/1 | 7-minute Final presentation (5-minute presentation: 2-minute question time) 12 students (25-36) | 1 | Patnarin Kanyanat ARC304 |
| 18 | 29* (Apr 25) | 9/2 | No class | | |
| 19 | Apr 2 | 10/1 | 7-minute Final presentation (5-minute presentation: 2-minute question time) 4 students (37-40) – Group 1 8 students (1-8) – Group 2 | 1 & 2 | Patnarin Kanyanat ARC304 |
| 20 | 5 | 10/2 | 7-minute Final presentation (5-minute presentation: 2-minute question time) 12 students (9-20) | 2 | Patnarin Kanyanat ARC304 |
| 21 | 9 | 11/1 | 7-minute Final presentation (5-minute presentation: 2-minute question time) 12 students (21-32) | 2 | Patnarin Kanyanat ARC304 |
| 22-24 | 12, 16* (Apr 22), 19 | 11/2 | 7-minute Final presentation (5-minute presentation: 2-minute question time) Reserved for problematic cases | | Patnarin Kanyanat ARC304 |

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Schedule for Oral presentations Section 3

| No | Sections 3 | Week/ session | Contents | Groups | Instructors |
|-------|---|------------------|---|--------|---|
| 14 | Mar 16 | 7/2 | Preparation for the final presentation # 2 | | |
| 15 | 20 | 8/1 | 7-minute Final presentation (5-minute presentation: 2-minute question time) 12 students (1-12) - Group # 3 | 3 | Patnarin Kanyanat Venue 07202 |
| 16 | 23 | 8/2 | 7-minute Final presentation (5-minute presentation: 2-minute question time) 12 students (13-24) - Group # 3 | 3 | Patnarin Kanyanat Venue 07202 |
| 17 | Mar 27 | 9/1 | 7-minute Final presentation (5-minute presentation: 2-minute question time) 15 students (25-39) – Group #3 | 3 | Patnarin Kanyanat Venue 07202 |
| 18-24 | Mar 30 Apr 3, 6* (Apr 1), 10, 13* (Apr21), 17, 20 | 9/2- 12/2 | 7-minute Final presentation (5-minute presentation: 2-minute question time) Reserved for problematic cases | 3 | Patnarin Kanyanat Venue 07202 |

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