

## COURSE OUTLINE

Department & Faculty: Language Academy	Page : 1 of 6
Course Code: ULAB3152 / UHB3052 (Effective Oral Communication Skills) Total Contact Hours: 2 Hours x 14 weeks (28 hours)	Semester: 1 Academic Session: 2016/2017

**Lecturer** : Teaching Staff of Language Academy, UTM  
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**Pre-requisite** : ULAB1112 / UHB 1412 (English for Academic Communication)  
 ULAB2112 / UHB 2422 (Advanced English for Academic Communication)

**Synopsis** : The course focuses on the techniques of producing good spoken discourse which includes public communication such as impromptu and public speeches, group discussion and negotiation. Aspects of sound and speech production will be introduced to improve intelligibility and communicability. Basic principles of oral communication and the importance of non-verbal communication will be introduced for effective communication. Students will have substantial practice in oral communication through in-class tasks and activities. These tasks and activities will enhance students' confidence in using English for academic and professional purposes. By the end of the course, students will be able to apply different techniques and principles for effective oral communication.

### LEARNING OUTCOMES

By the end of the course, students should be able to:

No.	Course Learning Outcome	Programme Learning Outcome(s) Addressed	Taxonomies (C,P,A)	Assessment Methods
1	communicate verbally using appropriate principles of oral communication in various communicative tasks	CS1, CS2, CS3	C3	In-Class Activities MyLinE
2	deliver an impromptu speech using appropriate language and expressions	CS1, CS2, CS3, CS8	P4	Impromptu speech
3	write an outline for a public speech and deliver an effective speech using appropriate language and	CS1, CS3, CS4, CS8	P3 P5	Outline Public speech

Prepared by: Course Coordinator Name: Puan Hafilah Zainal Abidin Signature:  Date: September 2016	Certified by: Academic Manager Name: Puan Nur-AI Huda Hashim Signature:  Date: September 2016
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4	expressions apply appropriate negotiation approaches for effective negotiation	CS1, CS2, CS5	C4 P5	Negotiation
5	pronounce words in a comprehensible manner	CS1	P3	Pronunciation skills
6.	use self-access learning materials for language development	CS1	P3	MyLinE activities

### STUDENT LEARNING TIME (SLT)

Teaching and Learning Activities	Student Learning Time (hours)
1. Face to Face Learning (28 hrs)	
a. Lecturer-Centered Learning i. Lecture <ul style="list-style-type: none"> <li>• Impromptu Speech</li> <li>• Interpersonal Communication</li> <li>• Pronunciation</li> <li>• Language Reference</li> <li>• Negotiation Skills</li> <li>• Public Speech</li> </ul>	9
b. Student-Centered Learning (SCL) i. Practical/Tutorial ii. Student-centered learning activities <ul style="list-style-type: none"> <li>• Impromptu speech practice</li> <li>• Negotiation practice</li> <li>• Public speech practice</li> <li>• Pronunciation practice</li> <li>• In-class activity I , II &amp; III</li> </ul>	7.5
2. Self-Directed Learning	
a. Non-face-to-face learning or student-centered learning (SCL) such as manual, assignment, module, e-Learning, etc. <ul style="list-style-type: none"> <li>• Public speech information research</li> <li>• Public speech outline</li> <li>• Pronunciation software – self access</li> </ul>	25

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b. Revision		19
c. Assessment Preparations (4 hours X 2)		8
<b>3. Formal Assessment</b>		
a. Ongoing Assessment		
• Negotiation (30 mins X 7 groups of 5)		2.5
• Impromptu speech (5 mins X 35 students)		3.0
• Public speech (5 mins X 35 students)		3.0
• Pronunciation (30 mins X 3 sessions)		1.5
• In-class activities (30 mins X 3 sessions)		1.5
b. Final Exam		-
Total (SLT)		80/40 = 2
<b>TEACHING METHODOLOGY</b>		
This subject is taught through lectures, group discussions, negotiation practices, in-class tasks and activities.		
<b>WEEKLY SCHEDULE</b>		
<b>Week 1 :</b>		
<b>Week 2 :</b> Input on Interpersonal Communication		
• Types of interpersonal communication		
• Types of interpersonal communication behaviour		
<b>Week 3 :</b> Input on Impromptu Speech		
• Types of impromptu speech		
• Topics for impromptu speech		
<b>Week 4 :</b> Input on Pronunciation		
• Pronunciation and phonetic symbols		
• Vowels and consonants		
• Syllables and stress		
• <i>In-class Activity*</i>		

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<p><b>Week 5 &amp; 6 :</b> Input on Pronunciation</p> <ul style="list-style-type: none"> <li>• Elision of sound</li> <li>• Link-up</li> <li>• <i>In-class Activity*</i></li> <li>• <i>Pronunciation Assessment (15%)</i></li> </ul> <p><b>Week 7 :</b> Input on Negotiation Skills</p> <ul style="list-style-type: none"> <li>• The process of negotiation</li> <li>• The basic approaches of negotiation</li> </ul> <p><b>Week 8 :</b> Input on Negotiation Skills</p> <ul style="list-style-type: none"> <li>• The phases of negotiation</li> <li>• Forms and functions of negotiation</li> <li>• <i>In-class Activity*</i></li> </ul> <p><b>Week 9 :</b> <b>SEMESTER BREAK</b></p> <p><b>Week 10 :</b> <i>Assessment of Negotiation Skills (20%)</i></p> <p><b>Week 11 :</b> Input on Language Reference</p> <ul style="list-style-type: none"> <li>• Numbers</li> <li>• Describing trends or movements in graphs</li> <li>• <i>In-Class Activity*</i></li> </ul> <p><b>Week 12 :</b> Input on Public Speech</p> <ul style="list-style-type: none"> <li>• Principles of effective public speaking</li> <li>• Types of public speeches</li> </ul> <p><b>Week 13-14 :</b> Input on Public Speech</p> <ul style="list-style-type: none"> <li>• Planning and preparing a speech</li> <li>• Outlining and delivering a speech</li> </ul> <p><b>Week 15 :</b> <i>Public Speaking - Assessment (20%)</i></p> <p><b>REFERENCES:</b></p> <p>Azian Abdul Aziz, et. al. (2006). <u>English for Academic Communication</u>. McGraw Hill.</p> <p>Bovée, C.L., Thill, J. V &amp; Schatzman, B.E. (2003). <u>Business Communication Today</u>. Prentice Hall. Seventh Edition.</p>	

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Brieger, N. and Comfort, J. (1992). Language Reference for Business English – Grammar, Functions and Communication Skills. Prentice-Hall.

Metcalfe, S. (2004). Building a Speech. Belmont, USA. Thomson Learning.

Nor Azman Abdul Majid, et. al. (2006) Academic Report Writing – From Research to Presentation. Pearson Prentice Hall.

Rozalis, L. (1999). The Complete Idiot's Guide to Public Speaking. New York: Macmillan, Inc.

Sahirah Marzuki, Abdul Halim Abdul Raof, Fatimah Puteh, Haliza Jaafar, Noor Zainab Abdul Razak (2006). Towards Effective Oral Communication. Pearson-Prentice Hall.

### GRADING

No	Assessment	Number	% each	% total	Week
1	Communication Management <ul style="list-style-type: none"> <li>Three types of communication behaviour (Role-play)</li> </ul>	1	10%	10%	2
2.	Public Communication <ul style="list-style-type: none"> <li>Impromptu speech</li> <li>Public Speaking</li> <li>Public Speaking Outline</li> </ul>	1 1 1	10% 20% 5%	10% 20% 5%	Throughout the semester 15-16 15-16
3.	Speech Training <ul style="list-style-type: none"> <li>Pronunciation</li> <li>MyLinE*</li> </ul>	1	15% 10%	15% 10%	5 *
4.	Small Group Communication <ul style="list-style-type: none"> <li>Negotiation Skills</li> </ul>	1	20%	20%	10
5.	In-class Activities	4	5%	10%	Throughout the semester
	TOTAL			100%	