### National Tsing Hua University

### 英語演說與溝通技巧

#### Fall 2019



### Course Information

| Course Number  | LANG 200025                         | Credits | 2 | Classroom | 綜二 203 |  |
|----------------|-------------------------------------|---------|---|-----------|--------|--|
| Class Hours    | Tuesday 10:10-12:00                 |         |   |           |        |  |
| Course Type    | EAP (English for academic purposes) |         |   |           |        |  |
| Language Level | B2(中高級)                             |         |   |           |        |  |
| Core Ability   | Production                          |         |   |           |        |  |
| 可選課學生          | 前標生                                 |         |   |           |        |  |
| 身分別            |                                     |         |   |           |        |  |
| Prerequisites  | B 1 +                               |         |   |           |        |  |

## $\mathcal{D}$

## Instructor & Contact Information

| Name | Email                      | Office & Tel | Office Hour            |
|------|----------------------------|--------------|------------------------|
| 陳明君  | writehappypao@yahoo.com.tw | N/A          | available upon request |



# Course Aims / Description1

#### 1. Primary aim

This is a 2-credit course extending for 18 weeks. The primary objective of this course is to enhance students' competence of English speaking and communication skills for public speaking as well as presentation. To achieve this objective, students will be at the centre of this course. That is, students will be required to:

- (1) take the stage to engage in each practice;
- (2) share and exchange their viewpoints on what compose an effective speech/presentation;
- (3) give their critiques on their own performance as well as their colleagues'.

Thus, the design of this course tends to be less lecture-oriented and more activity- enriched. Students are expected to actively participate in a range of presentation exercises and contribute their viewpoints to the in-class discussions.

#### 2. Subsidiary aim

The enhancement of English-speaking skills as well as listening skills are served as subsidiary aim of this course. Through this course, students will be largely exposed to a wide variety of classic to modern speeches, including Martin Luther King J., Steve Jobs and Ellen DeGeneres. Reading and listening to comprehend these speeches will thus be reinforced in this course.

3. Towards the end of the class, students are expected to equip themselves with the language skills meet the corresponding CEFR Can-do statements listed as follows:

| Can-do statement #1 | 1t #1 Can give clear, detailed descriptions and presentations on complex subjects, integrating sub |  |  |  |
|---------------------|--|--|--|--|
|                     | themes, developing particular points and rounding off with an appropriate conclusion.              |  |  |  |
| Can-do statement #2 | Can give a clear, well-structured presentation of a complex subject, expanding and supporting      |  |  |  |
|                     | points of view at some length with subsidiary points, reasons and relevant examples.               |  |  |  |
| Can-do statement #3 | Can contribute to formal discussion of complex issues articulately and persuasively.               |  |  |  |
| Can-do statement #4 | Can follow debates, discussions, specialized lectures and presentations that contain a high degree |  |  |  |
|                     | of colloquial expressions, regional usage, or unfamiliar terminology.                              |  |  |  |
| Can-do statement #5 | Can write stories and descriptions in a clear, sophisticated style appropriate to the genre.       |  |  |  |

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## 英文核心能力指標 University Student Core Competency Indicators

| No. | Core Competency Indicators  | %               |
|-----|---|-----------------|
| 1.  | 英語溝通與表達能力 (ability to communicate and express oneself in English)         | <mark>40</mark> |
| 2.  | 深度分析與組織思考的能力 (ability to think critically and organize ideas logically in | <mark>30</mark> |
|     | English)  |                 |
| 3.  | 英語學習策略與技巧 (knowledge of English learning strategies and techniques)       | <mark>10</mark> |
| 4.  | 對英語與多元文化的國際視野 (global views of English and multicultural diversity)       | <mark>10</mark> |
| 5.  | 善用英語學習資源,培養獨立學習英語的習慣與能力 (ability to use existing English                  | <mark>10</mark> |
|     | learning resources and development of independent self-learning habit)    |                 |

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# Teaching materials and References

| Textbook(s) | Mark Powell. (2010) <i>Dynamic Presentations</i> . Oxford University Press. ISBN: 978-0-521- 15004-0 |
|-------------|--|
|             | CEFR Scale B2  |



## Requirements & Rules

- 1. Class attendance, lesson preparation and active class participation are required.
- 2. Absence from a class is no excuse for not knowing the assignment and what has been discussed in that class. It is your responsibility to ask your classmates what has been covered in the class.
- 3. Please mute your cell phones during the two-hour class period.



## Grading Scheme

No. Grading

%

1. Attendance & Participation

20

| 2.     | Assignments/Voice Scripts with Impact Techniques 20 |          |        |               |                 |    |                                  |
|--------|---|----------|--------|---------------|-----------------|----|----------------------------------|
| 3.     | Peer Evaluation 20                                  |          |        |               |                 |    |                                  |
| 4.     | 1 <sup>st</sup> Prese                               | ntation  |        |               |                 |    | <mark>20</mark>                  |
| 5.     | 2 <sup>nd</sup> Prese                               | entation | า      |               |                 |    | <del></del>                      |
|        |   |          |        |               |                 |    | <i>-</i>                         |
|        | ing Act   |          | r/Grou | up discussion | 3. Presentation | 4. | In-class discussion and practice |
| Classr | oom Lar   | nguage   | S      |               |                 |    |                                  |
| Englis | h _   | 70       | %      |               |                 |    |                                  |
| Mand   | arin _  | 30       | _ %    |               |                 |    |                                  |
|        |   |          |        |               |                 |    | <u> </u>                         |
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## <u>Detailed Syllabus</u>:

| WEEK | DATE  | Class Activities / Assignments                           |
|------|-------|--|
|      |       | Course Introduction/Orientation                          |
| 1    | 9/10  | course introduction                                      |
|      | 9/10  | self-introduction  |
|      |       | Impact Techniques  |
|      |       | various strategies for impact techniques                 |
| 2    | 9/17  | group discussion & practice                              |
|      |       | peer review  |
|      |       | Opening & Closing  |
| 3    | 9/24  | the effective structure of an opening/closing            |
|      |       | group discussion & impromptu speech practice             |
|      | 10/1  | Smooth Structure   |
| 4    |       | transitioning/signposting from point to point            |
|      |       | group discussion & practice                              |
|      | 10/8  | Voice Power  |
| 5    |       | stretch/stress/pause to add more varieties to your voice |
|      |       | group discussion & practice                              |
|      | 10/15 | Body Languages   |
| 6    |       | understanding of nonverbal expressions                   |
|      |       | group discussion & practice                              |
|      | 10/22 | Rapport Building   |
| 7    |       | adding enthusiasm/humor to your talk                     |
|      |       | group discussion & practice                              |

|    | /     | Putting Everything Together   |  |  |  |  |
|----|-------|---|--|--|--|--|
| 8  | 10/29 | warm-up for the 1st presentation                                    |  |  |  |  |
|    | 44/5  | 1 <sup>st</sup> Presentation (pre-talk)                             |  |  |  |  |
| 9  | 11/5  | peer review   |  |  |  |  |
| 10 | 11/12 | 1 <sup>st</sup> Presentation  |  |  |  |  |
|    |       | Facts & Figures   |  |  |  |  |
| 11 | 11/10 | reading of numbers  |  |  |  |  |
| 11 | 11/19 | describing different types of charts and presenting data            |  |  |  |  |
|    |       | group discussion & practice   |  |  |  |  |
|    |       | Visual Aid  |  |  |  |  |
| 12 | 11/26 | universal guidelines for effective visual aids                      |  |  |  |  |
|    |       | group discussion & practice   |  |  |  |  |
|    |       | Q&A   |  |  |  |  |
| 13 | 12/3  | proper procedures of taking questions at the end of your talk       |  |  |  |  |
|    |       | group discussion & practice 2 <sup>nd</sup> Presentation (pre-talk) |  |  |  |  |
| 14 | 12/10 | 2 <sup>nd</sup> Presentation (pre-talk)                             |  |  |  |  |
| 15 | 12/17 | 2 <sup>nd</sup> Presentation  |  |  |  |  |
|    |       | Impromptu Speeches  |  |  |  |  |
| 16 | 12/24 | construction of an impromptu speech/guidelines                      |  |  |  |  |
| 10 | 12/24 | Practice  |  |  |  |  |
|    | 12/31 | Speeches in Different Occasions                                     |  |  |  |  |
| 17 |       | workplace seminars receptions                                       |  |  |  |  |
| 18 | 1/7   | Class wrap up   |  |  |  |  |