

Course Outline
EL204 English Presentation
Semester 1/2024

Number of Credit:	3 credits
Prerequisite:	TU105
Course Description:	Practice in delivering English presentations in academic on-site and online platforms. Emphasis on organizing information for effective presentations. Practice in signposting, formality of language, useful expressions, and designing visual aids. Development of articulation, stress, and intonation. Practice in giving formal and informal presentations focusing on techniques, diction, and handling questions.

Course Objectives: After successfully completing this course, students will:

Objective 1: Deliver more engaging presentations with greater confidence.

Objective 2: Have improved control over their vocal tempo, tone and volume

Objective 3: More effectively use body language during presentations.

Objective 4: Demonstrate competent use of technology during presentations.

Objective 5: Be able to self-evaluate presentations for continual improvement.

Expected Learning Outcomes

Outcome 1.1: Student can deliver well-organized, interesting presentations

Outcome 1.2: Student has increased their confidence when presenting

Outcome 2.1: Student can effectively vary volume, speed and tone of voice during presentations

Outcome 2.2: Student's voice/audio can be heard and understood

Outcome 3.1: Student maintains eye contact with audience; observes and responds to their non-verbal cues when presenting; gestures and/or moves with purpose.

Outcome 3.2: Student uses different body language techniques for live versus video presentations, properly positions face and body during video presentations.

Outcome 4.1: Student identifies technical solutions to improve their audio, lighting and video quality

Outcome 4.2: Student effectively uses visuals during presentations.

Outcome 5.1: Student completes video rehearsals before each presentation

Main Text, materials, and suggested readings: Students enrolled in the course will receive a code to join a Google Classroom, which provides access to course materials, assignment details, surveys, links to videos, and open-source software. Your instructor may provide supplemental materials during the course.

Grading Criteria

Assignments	Points
Presentations	60
Rehearsals	15
Surveys	5
Final Exam (take-home)	20
Total	100

Grade	Points
A	85 or above
B+	75 -84
B	70 -74
C+	65 - 69
C	60 - 64
D+	50 - 59
D	40 – 49
F	39 or below

Assignment Details

Week	Assignments	What to do	What to submit/present	When
1	Baseline survey Outcome 1.2 SDG 4.3.1 (participation rate)	Complete survey  Google Classroom	1. Complete baseline survey (2%)	19 Aug
3	Presentation 1 Outcomes 1.1, 2.2, 5.1 SDG 4.6.1 (functional literacy)	Start and end a talk  Google Classroom	1. Upload rehearsal video (3%) 2. Live Presentation – 1 min (10%)	30 Aug 2 Sep
6	Presentation 2 Outcomes 1.1, 2.2, 5.1 SDG 4.6.1 (functional literacy)	Organize your ideas  Google Classroom	1. Upload rehearsal video (3%) 2. Live Presentation – 3 min (10%)	20 Sep 23 Sep
9	Presentation 3 Outcomes 2.2, 3.1, 3.2, 5.1	Use body language  Google Classroom	1. Upload rehearsal video (3%) 2. Live Presentation – 3 min (10%)	18 Oct 21 Oct
12	Presentation 4 Outcomes 2.1, 2.2, 5.1 SDG 4.6.1 (functional literacy)	Control your voice  Google Classroom	1. Upload rehearsal video (3%) 2. Live Presentation – 3 min (15%)	8 Nov 11 Nov
15	Presentation 5 Outcome 2.2, 4.2, 5.1 SDG 4.4.1 (ICT skills)	Use visuals  Google Classroom	1. Upload rehearsal video (3%) 2. Live Presentation – 3 min (15%)	29 Nov 2 Dec
	Final survey Outcome 1.2 SDG 4.3.1 (participation rate)	Complete survey  Google Classroom	1. Complete final survey (3%)	2 Dec

Assignment Details

Week	Date	Contents, activities, assignments	Theme
1	19 Aug	Introductions, course overview, baseline survey	plan
2	26 Aug	Starting and ending a talk — Lecture, rehearsals, feedback	practice
3	2 Sep	Presentation 1 — Starting and ending a talk	present
4	9 Sep	Organizing your ideas — Lecture, exercises, activities, research	plan
5	16 Sep	Organizing your ideas — Rehearsals and feedback	practice
6	23 Sep	Presentation 2 — Organizing your ideas	present
7	7 Oct	Body language — Lecture, exercises, activities, research	plan
8	17 Oct	Body language	practice
9	21 Oct	Presentation 3 — Body language	present
10	28 Oct	Controlling your voice — Lecture, exercises, activities	plan
11	4 Nov	Controlling your voice — Rehearsals and feedback	practice
12	11 Nov	Presentation 4 — Controlling your voice	present
13	18 Nov	Using visuals	plan
14	25 Nov	Using visuals — Rehearsals and feedback	practice
15	2 Dec	Presentation 5 — Using visuals (Q&A) Final Survey	present