



TEACHING PLAN

NOVEMBER 2024

COURSE: LANG 3803 PUBLIC SPEAKING

Course Synopsis: This course aims to introduce students to the principles of public speaking to help them deliver a speech appropriate to that situation. They will be exposed to theories, concepts and terminologies as well as practices of public speaking. During the course, students present different types of speeches.

Learning Outcomes:

At the end of this course, students will be able to:

CLO 1: Describe different types of public speaking and speeches.

CLO 2: Point out causes of anxiety in public speaking and apply ways to overcome it.

CLO 3: Demonstrate the public speaking presentations successfully.

Class Policy:

1. Attendance: Students need to have at least 80% class attendance (INCLUSIVE: Online Learning)
2. Punctuality: Students who are not in class on time (15 minutes after the lecture commences) will be marked absent.
3. Submission of Assignments: Assignments are to be submitted on the due date at or before 5 pm. Late submissions will not be entertained.
4. Acts of Dishonesty: Marks will not be awarded to students who indulge in acts of dishonesty (cheating on tests, plagiarizing material from other sources, making up material or sources of information)

Assessment Methods	Assessment Types	Weightage (%)
This is a 100% coursework module. Therefore, no final exam or assessment.	Assignment 1:	10%
	Assignment 2:	10%
	Test	20%
	Presentation 1:	20%
	Presentation 2:	20%
	Presentation 3:	20%

Week	Topics	Remarks
1 18 Nov-24 Nov 2024	Introduction to the course	Ice Breaking
2 25 Nov-1 Dec 2024	Speaking in Public: The Power of Public Speaking ♦ Public Speaking and Conversation ♦ Developing Confidence	

	♦ The Speech Communication Process	
	Ethics and Public Speaking,	
	♦ Guidelines for Ethical Speaking & Plagiarism	
	♦ Guidelines for Ethical Listening	
	Non-Verbal Communication	Assessment briefings
3	♦ Causes of Poor Listening	
2 Dec-8 Dec 2024	♦ How to Become a Better Listener	
4	Speechmaking Process:	
9 Dec- 15 Dec 2024	♦ Selecting a Topic and Purpose	
	♦ Analysing Audience	
	♦ Gathering Materials	
	♦ Supporting Ideas	
	Speech Preparation:	Consultation for Assignment 1: Draft
5	♦ Organizing the Body of the Speech	
16 Dec-22 Dec 2024	♦ Beginning and Ending the Speech	
	♦ Outlining the Speech	
6	Presenting the Speech (Using language)	Assignment 1 final submission via infraplus only.
23 Dec- 29 Dec 2024	♦ Using Language Accurately	
	♦ Using Language Clearly	
	♦ Using Language Vividly	
	♦ Using Language Appropriately	Soft-copy submission only.
7	Test Week (20%) (1 hour 30 minutes)	Consultation for Assignment 2: Draft
30 Dec 2024- 5 Jan 2025	♣ Online test, done physically in class.	
	♣ Content covered for test: week 2, 3 and 4	
	♣ Types of question: subjective questions, video analysis	
8	Delivery	Assignment 2 final submission via infraplus only.
6 Jan-12 Jan 2025	♦ Methods of Delivery	
	♦ The Speaker's Voice	
	♦ The Speaker's Body Language	Soft-copy submission only.
9	Varieties of Public Speaking	
13 Jan- 19 Jan 2025	♦ Speaking to Inform	
	♦ Speaking to Persuade	
	♦ Methods of Persuasion	
	♦ Speaking on Special Occasions	
	Speech versus debate- Differences and similarities:	Consultation week for presentation 1: Draft
10	♦ Audience, Language and delivery and Purpose	
20 Jan- 26 Jan 2025	♦ Preparation – stage set-up	
	BREAK	
11		
27 Jan- 2 Feb 2025		
	Presentation 1 week	Consultation week for presentation 2: Draft
12		
3 Feb- 9 Feb 2025		Presentation 1 materials submission via infraplus only.
		Soft-copy submission only.
	Presentation 2 week	Consultation week for presentation 3: Draft
13		
10 Feb- 16 Feb		

2025		Presentation 2 materials submission via infraplus only.
14 17 Feb- 23 Feb 2025	Presentation 3 week	Soft-copy submission only. Presentation 3 materials submission via infraplus only.
15 24 Feb- 2 Mar 2025	Release of carry marks for assignments 1, 2, test and presentation 1 only (60%)	Soft-copy submission only.

LECTURER : ARICHANNA GOPAL

Room: A306

Contact: 0165579536

Email: arichanna@iukl.edu.my

Consultation Hours: During class hours or
Weekdays (by appointment only)
(Meetings through Microsoft Teams only)

**References: 1. Eke, O. A. (2021, February). (PDF) Public Speaking and
Speech Presentation: Skills and Strategies. ResearchGate.
https://www.researchgate.net/publication/349570297_Public_Speaking_and_Speech_Presentation_Skills_and_Strategies**

**2. Angeline, K. G. (2021). (PDF) Importance of Public
Speaking in the Future. ResearchGate.
https://www.researchgate.net/publication/346409575_Importance_of_Public_Speaking_in_the_Future**