

## Course Outline

<b>Department &amp; Faculty: Language Academy</b>		<b>Page 1 of 5</b>		
<b>Code and Subject Name:</b> ULAB6120 Listening & Speaking Skills for Postgraduates		<b>Semester: I</b> <b>Academic session: 2017/2018</b>		
<b>Total lecture hours :</b> <b>3 hours x 14 weeks=42 hours</b>				
<p>Lecturer: <b>Graduate Faculty of Language Academy</b>            Coordinator: Dr. Rohani Othman            Tel no: 07-553 1785            Email: rohaniothman@utm.my            Pre-requisite: IELTS 5.5                              ELS 107</p>				
<b>SYNOPSIS:</b>				
<p>English for Postgraduate is divided into three separate courses; Listening and Speaking Skills for Postgraduates, Reading Skills for Postgraduates and Writing Skills for Postgraduates. This course focuses on the skills of listening to academic lectures and talks, as well as aspects of style and structure. It also focuses on speaking skills such as participating in seminars and panel discussion, and giving academic presentations. It covers key communication strategies for these contexts, and provides practice in appropriate language use. By the end of the course students should be able to discuss topics and present their ideas effectively.</p>				
<b>LEARNING OUTCOMES:</b>				
By the end of the course, students should be able to:				
<b>No</b>	<b>Course learning outcome</b>	<b>Course Learning Outcome(s) addressed</b>	<b>Learning Taxonomy &amp; KI Addressed</b>	<b>Assessment methods</b>
1.	Deliver an impromptu speech using appropriate language and expressions	CS1, CS3	C3	Impromptu Speech
2.	Deliver academic presentation.	CS3	C3	Proposal Presentation Academic Presentation
3.	Extract and react to information in academic speech	CS1	C3	Listening Test
<b>Prepared by:</b> Name: Dr. Rohani Othman  Signature:  Date: September 2017		<b>Certified by: Deputy Dean (Academic)</b> Name: Assoc. Prof. Dr. Faizah Mohamad Nor  Signature:  Date: September 2017		

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### STUDENT LEARNING TIME

Teaching and Learning Activities	Student Learning Time (hours)
1. Face-to-Face Learning	
a. Lecture-Centred Learning	40
i. Lecture	
b. Student-Centred Learning (SCL)	10
i. Laboratory	
ii. Student-centred learning activities –Active Learning, Project Based Learning	
2. Self-Directed Learning	
a. Non face-to-face learning or student-centred learning (SCL) such as manual, assignment, module, e-Learning, MyLinEetc.	20
b. Revision	20
c. Assessment Preparations	24
3. Formal Assessment	
a. Continuous Assessment	6
<b>Total (SLT)</b>	<b>120</b>

Teaching Methodology
Lecture, Discussion, Consultation, Independent Study.

**Code and Subject Name:**  
**ULAB 6120 Listening & Speaking Skills for Semester I**  
**Postgraduates Academic session: 2017/2018**

**Total lecture hours :**  
**3 hours x 14 weeks = 42 hours**

**WEEKLY SCHEDULE**

<b>WEEK</b>	<b>TOPIC</b>
Weeks 1-2	: Overview of the course, expectations and assessments Effective listening to lectures <ul style="list-style-type: none"> <li>• Listening to introduction and signposting language to understand a lecture.</li> </ul> Establishing keywords and themes from introduction Note-taking: evaluating different note-taking techniques
Weeks 3-4	: Listening critically and evaluating an argument Note-taking: using different techniques Summarizing key concepts from oral sources.
<b>LISTENING TEST 1 – 10%</b>	
Week5	: Synthesizing information from different lecture inputs <ul style="list-style-type: none"> <li>• Distinguishing between evidence and evaluation</li> <li>•</li> </ul>
Weeks 6	: <b>SEMESTER BREAK</b>
Weeks7-8	: Understanding visual data in a presentation <ul style="list-style-type: none"> <li>• Planning visual data</li> </ul> Term Paper – Input and finding topic
<b>LISTENING TEST 2 – 10%</b>	
Week 9-10	: Oral presentation <ul style="list-style-type: none"> <li>• Planning an oral presentation – purpose</li> <li>• Factors to consider for effective oral presentation</li> <li>• Language use - defending and justifying arguments</li> </ul> Preparing for term paper topic proposal presentation
<b>TERM PAPER TOPIC PROPOSAL PRESENTATION – 20%</b>	
Week 11	: Effective Impromptu Speech  <b>IMPROMPTU SPEECH 1 – 15%</b>

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<b>WEEKLY SCHEDULE</b>	
<b>WEEK</b>	<b>TOPIC</b>
Weeks 12-13	: Preparing for academic presentation <ul style="list-style-type: none"><li>• Discussing in group</li><li>• Planning an academic presentation</li></ul>
Week 14	: <b>IMPROMPTU SPEECH 2 – 15%</b>
Week 15	: <b>ACADEMIC PRESENTATION – 30%</b>

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<b>REFERENCES:</b>  Blass, L and Hartmann, P. (2007). <i>Listening and Speaking. Second Edition.</i> US: McGraw Hill.  Chase, B T. (2013). <i>Listening, Speaking and Critical Thinking.</i> Boston: National Geographic Learning.  de Chazal, E. and Moore, J. (2013). <i>Oxford EAP – A Course in English for Academic Purposes.</i> Oxford: Oxford University Press.  Fulcher, G. (2003). <i>Testing Second Language Speaking.</i> UK: Pearson Education Limited.  Grussendorf, M. (2007). <i>English for Presentations.</i> Oxford: Oxford University Press.																																											
<b>ATTENDANCE:</b> Students should adhere to the rules of attendance as stated in the University Academic Regulations:- <ul style="list-style-type: none"> <li>• Students must <b>attend not less than 80% of lecture hours.</b></li> <li>• Students who do not meet the above requirement will not be allowed to attend any lecture and assessment activities and subsequently be awarded a zero (0) mark.</li> <li>• Students will be <b>awarded a Pass or HL if they pass with a total of 60 marks (B-) and above.</b></li> </ul>																																											
<b>GRADING:</b> Course Work – 100%																																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">No.</th> <th style="width: 40%;">Assessment</th> <th style="width: 10%;">Number</th> <th style="width: 10%;">% each</th> <th style="width: 10%;">% total</th> <th style="width: 15%;">Week</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>Listening Test</td> <td style="text-align: center;">2</td> <td style="text-align: center;">10</td> <td style="text-align: center;">20</td> <td style="text-align: center;">4 and 7</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>Impromptu speech</td> <td style="text-align: center;">2</td> <td style="text-align: center;">15</td> <td style="text-align: center;">30</td> <td style="text-align: center;">11 and 14</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>Term Paper</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="padding-left: 20px;">• Proposal Presentation</td> <td style="text-align: center;">1</td> <td style="text-align: center;">20</td> <td style="text-align: center;">20</td> <td style="text-align: center;">10</td> </tr> <tr> <td></td> <td style="padding-left: 20px;">• Academic Presentation</td> <td style="text-align: center;">1</td> <td style="text-align: center;">30</td> <td style="text-align: center;">30</td> <td style="text-align: center;">15</td> </tr> <tr> <td colspan="2" style="padding: 5px;"><b>Overall Total</b></td> <td></td> <td></td> <td style="text-align: center;"><b>100</b></td> <td></td> </tr> </tbody> </table>	No.	Assessment	Number	% each	% total	Week	1.	Listening Test	2	10	20	4 and 7	2.	Impromptu speech	2	15	30	11 and 14	3.	Term Paper						• Proposal Presentation	1	20	20	10		• Academic Presentation	1	30	30	15	<b>Overall Total</b>				<b>100</b>		
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