



Course Descriptor
ENGL331 Oral Skills

Proposed Academic Year	2023-24	Last Reviewed Academic Year	
Course Code	ENGL331	Course Title	Oral Skills
Credit hours	3	Level of study	Undergraduate
College / Centre	College of Arts and Humanities	Department	Education Department
Co-requisites	None	Pre-requisites	None

1. COURSE OUTLINE

The course helps students to acquire the ability to present information effectively and to persuade an audience. A presentation is not just about getting the message across; it also influences the way of thinking. It must be purposive, and audience centered. During their study at the university, students can expect to be making presentations. The requirement to present becomes even more prevalent in their work life where the ability to present may be career making or career breaking.

2. AIMS

The course aims to:

- Enable students to present information effectively and to persuade an audience.
- Equip students with necessary skills to discuss the effect of good and poor visual aids.
- Empower students with a sound knowledge to apply a rhetorical strategy to achieve the intended outcome of the presentation.

3. LEARNING OUTCOMES, TEACHING, LEARNING and ASSESSMENT METHODS

Learning Outcomes <i>(Definitive)</i>	Teaching and Learning methods <i>(Indicative)</i>	Assessment <i>(Indicative)</i>
Upon successful completion of this course, students will be able to:		
1. List the key aspects of effective presentation.	<ul style="list-style-type: none"> • Lectures, Power Point 	<ul style="list-style-type: none"> • Participation • Classroom discussion • Presentations • Groups • Teacher evaluation
2. Discuss the effect of good and poor visual aids.	<ul style="list-style-type: none"> • Theoretical: lectures, PowerPoint 	<ul style="list-style-type: none"> • Exam + participation • Classroom discussion



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	<p>presentation, some research.</p> <ul style="list-style-type: none"> • Practical: worksheet. 	<ul style="list-style-type: none"> • Presentations • Groups • Teacher evaluation
<p>3. Explain the features of a situational audience analysis.</p>	<ul style="list-style-type: none"> • Theoretical: lectures, PowerPoint presentation, some research. • Practical: worksheet. 	<ul style="list-style-type: none"> • Exam + participation • Classroom discussion • Presentations • Groups • Teacher evaluation
<p>4. . Apply a rhetorical strategy to achieve the intended outcome of the presentation.</p>	<ul style="list-style-type: none"> • Theoretical: lectures, PowerPoint presentation, some research. • Practical: worksheet. 	<ul style="list-style-type: none"> • Exam + participation • Classroom discussion • Presentations • Groups • Teacher evaluation
<p>5. Present appropriate information to achieve a purpose.</p>	<ul style="list-style-type: none"> • Theoretical: lectures, PowerPoint presentation, some research. • Practical: worksheet. 	<ul style="list-style-type: none"> • Exam + participation • Classroom discussion • Presentations • Groups • Teacher evaluation
	<p>All teaching and learning methods should utilize e-learning facilities to, further, boost the delivery of the course. Moodle has already been used in teaching and learning, since 2017. Microsoft teams has been used during the breakout of covid 19 pandemic and will continue to be used</p>	<ul style="list-style-type: none"> •



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	after the pandemic if online classes are scheduled.	
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4. ASSESSMENT WEIGHTING

Assessment	Percentage of final mark (%)
Midterm Exam – 1	10
Midterm Exam – 2	10
Homework/Assignment and participation	25
Continuous assessment	15
Final Exam	40
TOTAL	100%

5. ACHIEVING A PASS

Students will achieve **3** credit hours for this course by passing **ALL** of the course assessments [*alternatively, list the compulsory pass assessments**] and achieving a **minimum overall score of 50%**

*NB *Ensure that ALL learning outcomes are taken into account*

6. COURSE CONTENT (Indicative)

LECTURE TOPIC	TIME (HOURS)
Week 1 Introduction to the course Course Overview Outline of Course Requirements and Assessment	3
Week 2 Developing Speaking Skills (1) Presenting oral summaries of written texts Organizing information logically and sign-posting oral texts Developing skills for addressing an audience appropriately including fluent delivery	3
Week 3 Developing Speaking Skills (2) Analysing an argument Analysing speakers' purpose, attitude, tone, intonation	3



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Week 4 Public Speaking Introductory Speech Presentations Outline Managing Fear of Speaking	3
Week 5 Speech preparation Adapting to Your Audience and Situation	3
Week 6 Selecting and researching Your Topic Ceremonial Speaking	3
Week 7 Researching a Topic Supporting Ideas	3
Week 8 Becoming a Better Listener Informative Speaking	3
Week 9: Structuring Your Speech Outlining Your Speech Presentation Aids	3
Week 10 Informative Speech presentations Outline & Bibliography Special Occasion Speech	3
Week 11: Presenting a Speech Outline & Bibliography Persuasive Speech Presentations	3
Week 12: Debating Skills	3
Introduction to debating Research skills Constructing an argument & supporting argument	3
Week 13 Debating Skills (2) Counter arguments and organising ideas logically. Voice production and delivery Assessing debate participants & giving feedback to peers on performance	3
Week 14 The Great Debate	3
Week 15 Presentations and feedback	3
TOTAL HOURS	45



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Plus RECOMMENDED INDEPENDENT STUDY HOURS	90
TOTAL COURSE HOURS	135

7. RECOMMENDED READING

Core text/s:

Lucas, Stephen E. (2001). The Art of Public Speaking. McGraw Hill , New York , ISBN 0-07250419-6

Garr Reynolds. (2012). Presentation Zen .New Riders; Berkeley, CA
ISBN 13:978-0-321-52565-9; 2nd edition

Larry Tracy. (2003). The Shortcut to Persuasive Presentations. Imprint Books, North Charleston, SC: 2003 ISBN 1-59109-702

Library + online resources

<http://moodle.asu.edu.om/moodle/course/>