**RANCANGAN PEMBELAJARAN & PENGAJARAN(P&P) ATAS TALIAN (ONLINE )**

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| Kod Kursus: | UBE2032 | Sesi/Semester Akademik: | 2020/JUN |
| Nama Kursus: | PUBLIC SPEAKING | Nama Pegawai Pendidikan: | ZUSHAWARTI BINTI ZUKI |

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| **SEMAKAN AKTIVITI P&P BESERTA PEMBELAJARAN ONLINE** |

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| **Minggu** | **CLO** | **Topik** | **Penghantaran kandungan** | **Aktiviti-aktiviti pelajar** | **Penilaian** | **"Panduan Pembelajaran (NF2F): e-pembelajaran** | **Pembelajaran Berdikari**  **(NF2F)** | **SLT** |
| 1 |  | Sesi pengenalan  Pengenalan kursus  Pengajar membincangkan Rancangan & Pentaksiran Pengajaran | Mesyuarat dalam talian melalui Applikasi Zoom Meeting | Pelajar memuat turun TP dari Google Classroom (GC) |  | 1.0 | 1.0 | 2.0 |
| 2 | CLO1 | Chapter 1: Speaking in Public   * Similarities between public speaking and conversation * Differences between public speaking and conversation * The speech communication process   Chapter 2: Ethics and Public Speaking   * The importance of ethics * Guideline for Ethical Speaking * Plagiarism * Guidelines for Ethical Listening | Kuliah dalam talian melalui Zoom Meeting | Pelajar melakukan perbincangan kumpulan mengenai Etika dan Pengucapan Awam, kemudian hantar di forum GC | Ujian | 3.0 | 3.0 | 6.0 |
| 3 | CLO1 | Chapter 3: Listening   * Four Causes of Poor Listening * How to become a better listener | Kuliah dalam talian melalui Zoom Meeting | Pelajar-pelajar melakukan latihan dan menghantar di GC | Ujian | 2.0 | 2.0 | 4.0 |
| CLO3 | Chapter 4: Selecting a Topic & a Purpose   * Determining the general and specific purpose * Phrasing the Central Idea | Ujian | 2.0 | 2.0 | 4.0 |
| 4 | CLO2 | Chapter 5: Speaking to Inform   * Types of informative speeches * Guidelines for Informative speaking   Chapter 6: Speaking to Persuade   * Ethics & the Psychology of Persuasion * Persuasive Speeches on Questions of Fact, Questions of Value, & Questions of policy | Kuliah dalam talian melalui Zoom Meeting | Pelajar-pelajar mencari topic-topik bagi pembentangan pengucapan. | Pembentangan | 4.0 | 4.0 | 8.0 |
| **JUMLAH SLT** | | | | | | | | **56** |
| **No** | **Penilaian Berterusan** | | | | **Peratusan**  **(%)** | **F2F** | **NF2F** | **SLT** |
| 1 | Ujian 1 | | | | 20 | - | 4.8 | 4.8 |
| 2 | Draf Ucapan | | | | 10 | - | 2.4 | 2.4 |
| 3 | Analisa Ucapan | | | | 10 | - | 2.4 | 2.4 |
| 4 | Pembentangan Ucapan | | | | 20 | - | 4.8 | 4.8 |
| JUMLAH | | | | | | | | 14.4 |
| **No** | **Penilaian Akhir** | | | | **Peratusan**  **(%)** | **F2F** | **NF2F** | **SLT** |
| 1 | Ujian 2 | | | | 20 | - | 4.8 | 4.8 |
| 2 | Ujian 3 | | | | 20 | - | 4.8 | 4.8 |
| JUMLAH | | | | | | | | 9.6 |
| **JUMLAH KESELURUHAN SLT** | | | | | | | | **80** |

**PETUNJUK:**

CLO : Course Learning Outcome (Hasil Pembelajaran Kursus)

NF2F : Non Face to Face (Tidak Bersemuka)

SLT : Student Learning Time (Waktu Pembelajaran Pelajar)

TP : Teaching Plan (Rancangan Pengajaran)

GC : Google Classroom