**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 pengenalanPengenalan kursusPengajar 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