**ONLINE LEARNING & TEACHING (L&T) PLAN**

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| Course code: | UBE2032 | Academic Session/Semester: | 2020/JUNE |
| Course name: | PUBLIC SPEAKING | Name(s) of academic staff : | ZUSHAWARTI BINTI ZUKI |

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| **REVIEW OF L&T ACTIVITIES TO INCLUDE ONLINE LEARNING** |

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| **Week** | **CLO** | **Topic Title** | **Content Delivery** | **Learner Activities** | **Assesment** | **"Guided Learning (NF2F): e-learning** | **Independent Learning (NF2F)** | **SLT** |
| 1 |  | Ice-BreakingIntroduction to the courseInstructors to discuss Teaching Plan & Assessment | Online meeting via Zoom Meeting App | Students to download TP from 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
 | Online lecture via Zoom Meeting | Students to do group discussion about the Ethics and Public Speaking, then post in GC forum | Test | 3.0 | 3.0 | 6.0 |
| 3 | CLO1 | Chapter 3: Listening* Four Causes of Poor Listening
* How to become a better listener
 | Online lecture via Zoom Meeting | Students to do the exercises given and submit in GC | Test | 2.0 | 2.0 | 4.0 |
| CLO3 | Chapter 4: Selecting a Topic & a Purpose* Determining the general and specific purpose
* Phrasing the Central Idea
 | Test  | 2.0 | 2.0 | 4.0 |
| 4 |  | 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
 | Online lecture via Zoom Meeting | Students to search for topics for speech presentation | Presentation | 4.0 | 4.0 | 8.0 |
| **TOTAL SLT** | **56** |
| **No** | **Continuous Assessment** | **Percentage (%)** | **F2F** | **NF2F** | **SLT** |
| 1 | Test 1 | 20 | - | 4.8 | 4.8 |
| 2 | Speech Draft | 10 | - | 2.4 | 2.4 |
| 3 | Speech Analysis | 10 | - | 2.4 | 2.4 |
| 4 | Speech Presentation | 20 | - | 4.8 | 4.8 |
| TOTAL | 14.4 |
| **No** | **Final Assessment** | **Percentage (%)** | **F2F** | **NF2F** | **SLT** |
| 1 | Test 2 | 20 | - | 4.8 | 4.8 |
| 2 | Test 3 | 20 | - | 4.8 | 4.8 |
| TOTAL | 9.6 |
| **GRAND TOTAL SLT** | **80** |