**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-Breaking  Introduction to the course  Instructors 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** |