MINISTRY OF EDUCATION AND TRAINING

**LAC HONG UNIVERSITY**

**COURSE OUTLINE**

**<126082 – THE SKILLS OF PUBLIC SPEAKING>**

| **1.** | **GENERAL INFORMATION** | |
| --- | --- | --- |
| Course name (Vietnamese): | | Kỹ năng trình bày trước đám đông |
| Course name (English): | | The skills of public speaking |
| Course ID: | | 126082 |
| Types: | | Specialization |
| Faculty/Department: | | Tourism and Travel Management |
| Main Lecturer: | | Phan Van Hai  Email: haipv@lhu.edu.vn |
| Lecturer participating in: | | Vu Duc Cuong  Cuongvd.lhu.edu.vn |
| Number of credits: | | 2 |
| Theory:  Practice:  Exercise: | | 15 periods  0 periods  30 periods |
| Specialty: | | Selective to students in Major of Tourism and Travel Management |
| Pervious course | | No |
| **2.** | **COURSE DESCRIPTION** | |

This course provides the most essential things in speech, public speaking, how to prepare a speech, and a reasonable demonstration.

In addition, this course also provides the beliefs in public speaking skills, the information of self advantages and disadvantages in public speaking and plan to overcome the weaknesses.

| **3.** | **COURSE LEARNING OUTCOMES** |
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**Table 1: Course Learning Outcomes (CLOs)**

| **Course Learning Outcomes (CLOs)** | | **Course Learning Outcomes Content** | **Bloom domain/Bloom level** | **Program Learning Outcomes (PLOs) (\*)** |
| --- | --- | --- | --- | --- |
| CLO1 | Applying knowledge to do an effective presentation | | Knowledge (3) | PI1.1 |
| CLO2 | Expressing the effective ideas by languages | | Skills (3) | PI5.1 |
| CLO3 | Adapting the changing environment | | Skills (4) | PI6.2 |
| CLO4 | Obeying the study, group work and task arrangement regulations appropriately | | Attitude (2) | PI7.2 |

| **4.** | **COURSE CONTENT, LESSON PLAN** |
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**Table 2: Course Content, Lesson Plan**

| **Week** | **Lesson/**  **Chapter** | **Name/Chapter** | **Lesson Learning Outcomes (LLO)** | | **Lecture and Study activities** | **Teaching methods** | **Assessment methods** | **References (\*)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Chapter 1 | **The overview of public speaking skills**  1. The concept  2. Role | LLO1.1 | Explaining basic information about the general skills also the roles of speaking skills | In class: Lecturer introduces the course overview, regulations and study routes.  Students approach the new information by listening, observing and questioning. | Lecture  Demonstration | Short answer test | [1]  [2] |
| 2 | Chapter 1 | 3. Functions  4. Types | LLO1.2 | Comparing the functions and classifying speaking skills |
| 3 | Chapter 2 | **Preparing the presentations**  1. Identifying the listeners and planning for the presentations  2. Identifying the topic and writing drafts for the presentations  3. Preparing tools, supporting media  4. Preparing the appearance and mental state | LLO2.1 | Explaining the principles in presentations and the appropriate presentations method | Lecturer asks the individuals to present in order | Discussion  Demonstration | Presentations  Observation  Cross-review | [1]  [2] |
| 4 | Chapter 2 | 5. Performing the preparations | LLO2.2 | Applying all the principle, the method of presentations |
| 5 | Chapter 3 | **Doing the presentations**  1. Every step of doing the presentations | LLO3.1 | Applying techniques, skills and solving problems in the specific presentations | Lecturer asks the individuals to present in order | Discussion  Demonstration | Presentations  Observation  Cross-review | [1]  [2] |
| 6 | Chapter 3 | 2. A few basic techniques in the presentations |
| 7 | Chapter 3 | 3. A few common errors and ways to solve. | LLO3.2 | Adapting the speech’s environment to solve the practical problems |
| 8 | Chapter 3 | 4. *Practice: Presentations exercise* | LLO3.3 | Following the principles in the presentations |
| 9 | Chapter 4 | **Analyzing and discussing the most famous speech**  1.  The Presentation no.1  2. The Presentation no.2 | LLO4.1 | Showing the advantages of these presentations to form skills for individuals. | Lecturer asks the individuals to present in order | Discussion  Demonstration | Presentations  Observation  Cross-review | [1]  [2] |
| 10 | Chapter 4 | 3.  The Presentation no.3  4.  The Presentation no.4 | LLO4.2 | Adapting the speech’s environment to solve the practical problems |
| 11 | Exam | Self-study 30% |  |  | Lecturer asks the individuals to narrate in order | Case Studies | Fieldwork/ practicum test |  |

| **5** | **MAPPING OF LESSON AND COURSE LEARNING OUTCOMES**  **Table 3: Mapping of Lesson and Course Learning Outcomes**   | **Lesson Learning Outcomes** | **Course Learning Outcomes** | | | | **Evaluation Component** | | --- | --- | --- | --- | --- | --- | | **CLO1** | **CLO2** | **CLO3** | **CLO4** |  | | **LLO1.1** | X |  |  |  | A1 | | **LLO1.2** |  |  |  | X | A1, A2 | | **LLO2.1** | X |  |  |  | A1 | | **LLO2.2** | X |  |  |  | A2, A3 | | **LLO3.1** |  | X |  |  | A1 | | **LLO3.2** |  |  | X |  | A2, A3 | | **LLO3.3** |  |  |  | X | A1, A2 | | **LLO4.1** |  | X |  |  | A1 | | **LLO4.2** |  |  | X |  | A2,A3 | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

| **6.** | **COURSE ASSESSMENT** |
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**Table 4: Course assessment**

| **Evaluation Component** | **Assessment** | **CLOs** | **Percentage (%)** |
| --- | --- | --- | --- |
| A1. Process | - Participating in lesson construction  - Class’s exercises  - Discussing, following the requested contents | CLO1, CLO2, CLO4 | *30%* |
| A2. Midterm | - Presentations | CLO1,CLO3, CLO4 | *30%* |
| A3. Final | - Presentations  at the practice locations | CLO1,CLO3 | *40%* |

| **7.** | **COURSE REQUIREMENTS AND EXPECTATIONS** |
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- Attendance: Obeying the regulations

- Students have to read the given study documentation by the lecturer before every lesson on the online learning system (LMS - learn.lhu.edu.vn).

- Students who do homework, exercises in class will be given bonus marks to the students’ process status.

- Finishing given group discussions according to the lecturer's regulations.

| **8.** | **STUDY REFERENCES** |
| --- | --- |

**8.1 Textbook**

# [1] Nguyễn Ngọc Sơn (2020), *Nói Ra Đừng Sợ - Kỹ Năng Presentations Cho Người Mới Bắt Đầu,* NXB Lao Động - Xã hội, Hà Nội

# [2][Vương Lâm , Lý Phụng Nghi,Trần Thu Dĩnh](https://minhlongbook.vn/collections/tat-ca-san-pham/tacgia-vuong-lam-ly-phung-nghi-tran-thu-dinh) (2020), *Diễn Thuyết Dễ Dàng Hơn Bạn Tưởng*, NXB Thanh Niên, Hà Nội

**8.2 References**

[1]. [Alison Lester](https://tiki.vn/author/alison-lester.html) (2019 Dương Nhã Văn biên dịch), *Kỹ năng thuyết trình hiệu quả,* NXB Lao Động,Hà Nội

[2]. Dale Carnegie (2019 Minhthangbook biên dịch), *Nghệ thuật nói trước công chúng,* NXB Dân Trí, Hà Nội

| **8** | **SOFTWARE OR SUPPORTING EQUIPMENTS FOR PRACTICE** |
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- Internet, Google Chrome, Kahoot

❖ **General rules:**

| **Abbreviation** | **Description** |
| --- | --- |
| **PLO/SO** | Program Learning Outcomes/Standard Outcomes |
| **CLO** | Course Learning Outcomes |
| **LLO** | Lesson Learning Outcomes |

| **Head of major/ Head of faculty** | Dong Nai, 2024  Responsible lecturer  (sign and write full name)  **Phan Van Hai** |
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