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ECL2033

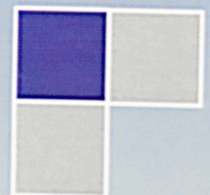
**LISTENING AND
SPEAKING SKILLS**

Program Pensiswazahan Guru



HARISON MOHD SIDEK

**PROGRAM PENDIDIKAN
FAKULTI PENGAJIAN BAHASA UTAMA**



LISTENING AND SPEAKING SKILLS

ECL2033

Program Pensiswazahan Guru

**Program Pendidikan
Fakulti Pengajian Bahasa Utama**

HARISON MOHD SIDEK

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PROGRAM PENSISWAZAHAN GURU

ECL2033

LISTENING AND SPEAKING SKILLS

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GENERAL OVERVIEW OF THE COURSE

INTRODUCTION

The course guideline is provided in order to assist students in understanding the content and the requirements of the course. Students are advised to read and refer carefully to the course guidelines to enable them to complete the course successfully.

The ECL2033 Listening and Speaking course was developed with the aim to provide exposure and knowledge to students in the various major components of the English language listening and speaking skills to be taught to the primary school pupils. Therefore, this course would enable the English language teachers to gain better understanding of the English language listening and speaking skills components. Such understanding may assist the teachers in enhancing their knowledge and competency when preparing and delivering English lessons. The input acquired from this course may also contribute in their professional development and lifelong learning.

TARGET GROUP

This course is offered to all students in the Teaching of English as a Second Language (TESL) undergraduate program for primary schools in Malaysia.

ALLOCATION OF STUDENT LEARNING TIME

According to the MQA standard, each credit hour requires 40 hours of learning time on the students' part. Hence, for this course students are required to spend 120 hours of learning time. The estimate learning time for ECL2033 course is shown in Table 1.

Table 1: Estimation of Student Learning Time for ECL2033 Course

No.	Learning Activities	Learning Hours	
		Face to Face	Independent Learning
1.	Tutorial	10	
2.	Online Tutorial	-	40
3.	Module reading, macro teaching and assignment completion	-	40
4.	Teaching & Learning Video via G.O.A.L.S	-	30
Total Learning Time		120	

CURRICULUM SPECIFICATIONS OF ECL2033 (LISTENING AND SPEAKING)

LEARNING OUTCOMES OF THE COURSE:

At the end of the course, students will be able to:

1. Adapt appropriate listening and speaking skills in daily conversations. (C3)
2. Develop appropriate listening and speaking skills in various situations. (P2)
3. Express views using appropriate listening and speaking skills. (A4)
4. Communicate effectively in various situations. (CS3)

COURSE SYNOPSIS

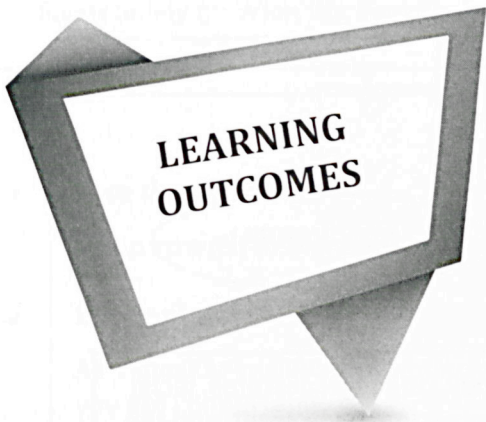
This course develops students' skills in effective listening and speaking. This is to enable them to comprehend authentic listening materials. It provides them with opportunities to communicate successfully in a variety of situations.

COURSE CONTENT

This module comprises 8 units. The overall content of the course is as follows:

Unit 1	:	Effective Listening Skills
Unit 2	:	Components of Listening Skills
Unit 3	:	Language and Listening Skills
Unit 4	:	Informal Conversations
Unit 5	:	Discussions Skills
Unit 6	:	Negotiations Skills
Unit 7	:	Oral Presentation Skills (Part A)
Unit 8	:	Oral Presentation Skills (Part B)

UNIT 1 Effective Listening Skills



At the end of the unit, you will be able to:

1. Adapt effective listening skills in daily conversations
2. Develop effective listening skills in various situations
3. Express views regarding effective listening skills



1.1 INTRODUCTION

This unit discusses effective listening skills. The discussion in this unit starts with the definition of communication, followed by some techniques for effective listening. In addition, the principles of listening, active listening as well as verbal and non-verbal of active listening indicators are also discussed. Finally, barriers to effective listening are presented.

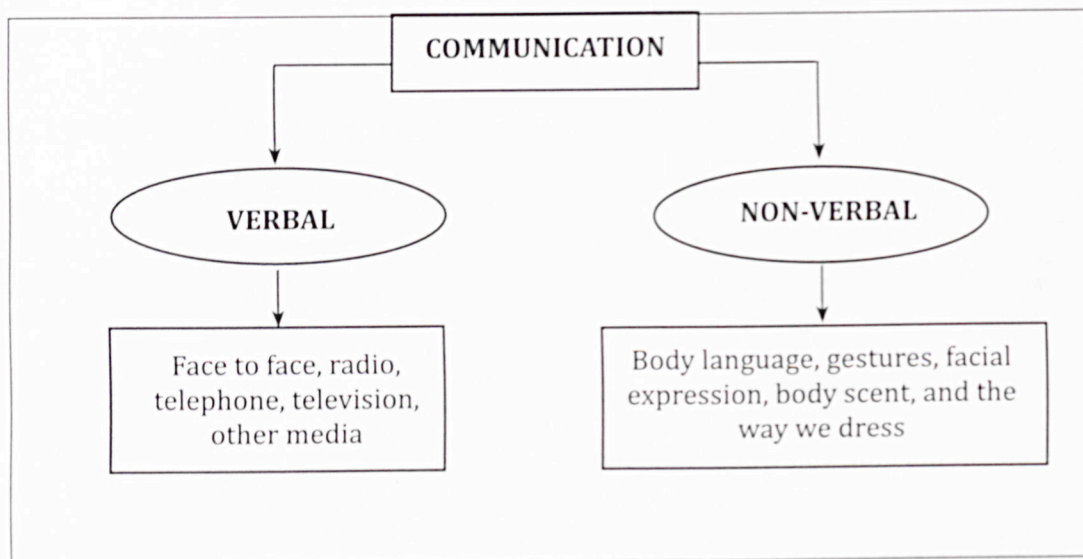


1.2 DEFINING COMMUNICATION

Communication is the act of transmitting information and it occurs and participated by minimally, between two people. There are various forms of communication and more than one form may occur at any time. Communication can be divided into two categories as shown in Figure 1.1:

- Verbal communication
 - For example: face to face, radio, telephone, television or other media.
- Non-verbal communication
 - For example: body language, gestures, facial expression, body scent, and the way we dress up.

FIGURE 1.1: Components of Communication



1.3 TECHNIQUES FOR EFFECTIVE LISTENING¹

Active listening is really an extension of the Golden Rule. To know how to listen to someone else, think about how you would want to be listened to.

While the ideas are largely intuitive, it might take some practice to develop (or re-develop) the skills. Here is what good listeners know — and you should, too. The following are some of the techniques for effective listening as shown in Figure 1.2.

¹ Taken and adapted from powertochange.com/students/people/listen/

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APPENDIX A ORAL PRESENTATION ASSESSMENT AND CHECKLIST³⁰

Presenter's Name _____

Presenter's Topic _____

CRITERIA	Excellent	Good	Fair	Needs Work	COMMENTS
(1) ORGANISATION					
talk was well-prepared					
topic clearly stated					
structure & scope of talk clearly stated in introduction					
topic was developed in order as stated in introduction					
speaker summed up main points in conclusion					
speaker formulated conclusions and discussed implications					
(2) CONTENT					
Speaker:					
was in control of subject matter					
covered what s/he intended to cover					
displayed knowledge of topic by referring to other sources					

³⁰ Taken from http://www.ug.it.usyd.edu.au/~isys3015/s1_2004/tutorials/presentation.htm

CRITERIA	Excellent	Good	Fair	Needs Work	COMMENTS
(3) CONFIDENCE					
Speaker:					
looked relaxed and confident					
controlled nervous hand movements					
used appropriate body language					
established good eye contact initially					
maintained eye contact throughout talk					
was aware of the audience response					
speaker's movement and posture were relaxed					
(4) SPEECH					
pace was varied and not too rushed					
volume was appropriate					
intonation varied & appropriate					
pronunciation and articulation were clear					
grammar accurate					
(5) VISUAL AIDS					
equipment handled with confidence					
introduced at appropriate times					
were legible					

did not contain too much information					
showed appropriate use of diagrams					
(6) TIMING/MODE OF DELIVERY					
talk was well-timed					
time was divided appropriately					
speaker spoke from notes					
speaker read text in spoken style					
(7) DISCUSSION MANAGEMENT					
Speaker used appropriate strategies to:					
initiate discussion					
control flow of questions and focus of discussion					
respond confidently					
deflect difficult or irrelevant questions					



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