



**FACULTY OF LANGUAGES AND TRANSLATION**

**BACHELOR OF ARTS IN CHINESE-ENGLISH TRANSLATION AND INTERPRETATION**

**LEARNING MODULE OUTLINE**

Academic Year	2024/2025	Semester	1
Module Code	ENGL2117-211/212		
Learning Module	Public Speaking and Presentation in English		
Pre-requisite(s)	NIL		
Medium of Instruction	English		
Credits	2	Contact Hours	30
Instructor	Joanne Lau Ngar Wai	Email	nwlau@mpu.edu.mo
Office	B211, Chi Un Building, Main Campus	Office Phone	85996383

**MODULE DESCRIPTION**

This module walks students through different stages of speech and presentation preparation and delivery. Students will analyse the communication needs, process and audience of various simulative scenarios and accordingly conduct research before developing speeches in a logical manner. They also learn to use different presentation technologies, verbal and non-verbal communications to enhance speeches and presentations. Students get to evaluate the speeches of their peers based on set criteria.

**MODULE INTENDED LEARNING OUTCOMES (ILOS)**

On completion of this learning module, students will be able to:

M1.	Understand the process and the general expectations of speech and presentation (S & P) preparation and delivery.
M2.	Discover and use various technologies to facilitate the process of S & P preparation and delivery.
M3.	Identify the important aspects of a communication task.
M4.	Conduct research and data collection.
M5.	Develop a logical framework using various strategies.
M6.	Draft speeches for one's own presentation or for others.
M7.	Use verbal and non-verbal communication strategies in a speech.
M8.	Evaluate a speech based on set criteria.



These ILOs aims to enable students to attain the following Programme Intended Learning Outcomes (PILOs):

PILOs	M1	M2	M3	M4	M5	M6	M7	M8
P1. Knowledge and skills of translation and interpreting in the areas of public administration, tourism, commerce and mass media;								
P2. Knowledge of translation theories, critical understanding of translation and interpreting;								
P3. Knowledge and skills of both Chinese and English as language professionals;	✓					✓	✓	✓
P4. Knowledge of cross-cultural communication.			✓					
P5. Master Chinese-English translation and interpreting skills, strategies and technologies;								
P6. Apply Chinese and English writing competence into translation practices;								
P7. Apply knowledge of languages and translation studies into bi-lateral translation practices between English and Chinese;								
P8. Apply strategies and techniques in public speaking, consecutive and simultaneous interpreting;	✓	✓	✓	✓	✓	✓	✓	✓
P9. Gain cross-cultural awareness in translation and interpreting practices;								
P10. Obtain basic research abilities.				✓				

#### MODULE SCHEDULE, COVERAGE AND STUDY LOAD

Week	Content Coverage	Contact Hours
1	Understand the process and the general expectations of speech and presentation (S & P) preparation and delivery	2
2	Simulation 1: Programme promotion - technologies that facilitate the process of S & P preparation and delivery; - important aspects of the simulation scenario; - research and data analysis.	2
3	Simulation 1: - logical frameworks; - drafting speeches for one's own presentation or for others.	2
4	Simulation 1: - verbal and non-verbal communication strategies in a speech; - the qualities of a good programme presentation; - evaluate a speech based on the set criteria.	2
5	Simulation 1: - verbal and non-verbal communication strategies in a speech; - the qualities of a good programme presentation; - evaluate a speech based on the set criteria.	2



6	Simulation 2: Destination promotion - technologies that facilitate the process of S & P preparation and delivery; - important aspects of the simulation scenario; - research and data analysis.	2
7	Simulation 2: - logical frameworks; - drafting speeches for one's own presentation or for others.	2
8	Simulation 2: - verbal and non-verbal communication strategies in a speech; - the qualities of a good destination presentation; - evaluate a speech based on the set criteria.	2
9	Simulation 2: - verbal and non-verbal communication strategies in a speech; - the qualities of a good destination presentation; - evaluate a speech based on the set criteria.	2
10	Simulation 3: Business plan presentation - technologies that facilitate the process of S & P preparation and delivery; - important aspects of a business plan presentation; - research and data analysis.	2
11	Simulation 3: - logical frameworks; - drafting speeches for one's own presentation or for others.	2
12	Simulation 3: - verbal and non-verbal communication strategies in a speech; - the qualities of a good business plan presentation; - evaluate a speech based on the set criteria.	2
13	Simulation 3: - verbal and non-verbal communication strategies in a speech; - the qualities of a good business plan presentation; - evaluate a speech based on the set criteria.	2
14	Buffer slot - reserved for legitimately deferred presentations	2
15	Reflection and overall feedback	2

### TEACHING AND LEARNING ACTIVITIES

In this learning module, students will work towards attaining the ILOs through the following teaching and learning activities:

Teaching and Learning Activities	M1	M2	M3	M4	M5	M6	M7	M8
T1. Analysis of a simulative scenarios	✓	✓	✓					
T2. Research and data collection		✓		✓				



T3. Outlining and drafting					✓	✓		
T4. The use of various technologies – hands-on		✓		✓		✓		
T5. Speech delivery							✓	
T6. Peer evaluation								✓

## ATTENDANCE

Attendance requirements are governed by the Academic Regulations Governing Bachelor's Degree Programmes of the Macao Polytechnic University. Students who do not meet the attendance requirements for the learning module shall be awarded an 'F' grade.

## ASSESSMENT

In this learning module, students are required to complete the following assessment activities:

Assessment Activities	Weighting (%)	ILOs to be Assessed
A1. Simulation 1	25%	M1-M7
A2. Simulation 2	25%	M1-M7
A3. Simulation 3	25%	M1-M7
A4. Peer evaluation (Quality of feedback)	25%	M1, M3, M5, M7, and M8

The assessment will be conducted following the University's Assessment Strategy (see [www.mpu.edu.mo/teaching\\_learning/en/assessment\\_strategy.php](http://www.mpu.edu.mo/teaching_learning/en/assessment_strategy.php)). Passing this learning module indicates that students will have attained the ILOs of this learning module and thus acquired its credits.

## MARKING SCHEME

**Excellent:** Strong evidence of original thinking; good organisation, capacity to analyse and systemise; superior grasps of subject matter; strong evidence of extensive knowledge base.

**Very Good:** Evidence of grasps of subject; strong evidence of critical capacity and analytical ability; good understanding of issues; evidence of familiarity with literature.

**Good:** Evidence of grasp of subject; some evidence of critical capacity and analytical ability; reasonable understanding of issues; evidence of familiarity with literature.

**Satisfactory:** Profiting from the study experience; understanding of the subject; ability to develop solutions to simple problems in the material.

**Pass:** Sufficient familiarity with the subject matter to enable the student to progress without repeating the learning module.

**Fail:** Little evidence of familiarity with the subject matter; weak in critical and analytical skills; limited, or irrelevant use of literature.



## REQUIRED READINGS

Teaching materials will be drawn from a range of publications in the field. No single textbook will be used.

## REFERENCES

Davidson, J. (2003). *The complete guide to public speaking*. John Wiley & Sons.

Macinnis, J. L. (2006). *The elements of great public speaking*. Clarkson Potter.

Grippio, J. A. (2009). *A complete guide to public speaking*. Outskirts Press.

## STUDENT FEEDBACK

At the end of every semester, students are invited to provide feedback on the learning module and the teaching arrangement through questionnaires. Your feedback is valuable for instructors to enhance the module and its delivery for future students. The instructor and programme coordinators will consider all feedback and respond with actions formally in the annual programme review.

## ACADEMIC INTEGRITY

The Macao Polytechnic University requires students to have full commitment to academic integrity when engaging in research and academic activities. Violations of academic integrity, which include but are not limited to plagiarism, collusion, fabrication or falsification, repeated use of assignments and cheating in examinations, are considered as serious academic offenses and may lead to disciplinary actions. Students should read the relevant regulations and guidelines in the Student Handbook which is distributed upon the admission into the University, a copy of which can also be found at [www.mpu.edu.mo/student\\_handbook/](http://www.mpu.edu.mo/student_handbook/).