



FACULTY OF LANGUAGES AND TRANSLATION

BACHELOR OF ARTS IN CHINESE-ENGLISH TRANSLATION AND INTERPRETATION

LEARNING MODULE OUTLINE

Academic Year	2025/2026	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	Dr. Maggie Wang	Email	wangyy@mpu.edu.mo
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MODULE DESCRIPTION

This module aims to help students to become more confident and effective public speakers in acquiring the knowledge and skill for delivering speeches and presentations. Through the module, students learn to conduct critical analyses of exemplary speeches and are given opportunities to write, rehearse, and perform informal and formal speeches. They will also learn different presentation technologies, verbal and non-verbal communication skills for delivering speeches and presentations. Students need to evaluate each other's speech by following 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.
M2.	Discover and use various technologies to facilitate the process of preparation and delivery.
M3.	Identify the important aspects of a communication task.
M4.	Conduct researches and analyses.
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 skills in a speech or presentation.
M8.	Evaluate a speech based on set criteria and provide quality feedback.



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	Introduction to the module • General ideas of Public Speaking & Presentation • The Power of Public Speaking • The Tradition of Public Speaking • The Speech Communication Process	2
2	Ethics in Public Speaking • Guidelines for Ethical Speaking • Guidelines for Ethical Listening	2
3	Preparing Your Speech (I) • Selecting a Topic and a Purpose • Analyzing the Audience	2
4	Preparing Your Speech (II) • Gathering Materials • Supporting Your Ideas	2
5	Preparing Your Speech (III) • Outlining the Speech • Organizing the Body of the Speech • Beginning and Ending the Speech	2



6	Presentation Aids in Speaking <ul style="list-style-type: none"> What Are Presentation Aids? Functions of Presentation Aids Types of Presentation Aids Using Presentation Slides 	2
7	Language <ul style="list-style-type: none"> What Language Is and Does Standards for Language in Public Speaking Developing Your Ability to Use Effective Language in Public Speaking 	2
8	Delivery <ul style="list-style-type: none"> What Is Good Delivery? Methods of Delivery The Speaker's Voice The Speaker's Body 	2
9	Speaking on Special Occasions <ul style="list-style-type: none"> Speeches of Introduction Speeches of Acceptance Commemorative Speeches 	2
10	In-class Practice: Presenting Prepared Speech <ul style="list-style-type: none"> Classroom activity Blind peer review 	2
11	Preparation for Online Speaking <ul style="list-style-type: none"> The Special Nature of the Online Environment Kinds of Online Speeches Guidelines for Online Speaking 	2
12	How to Use AI to Write a Speech <ul style="list-style-type: none"> Commonly used AI tools Practice revising AI-generated content Reflect on its benefits and limitations 	2
13	Preparing Impromptu Speech <ul style="list-style-type: none"> How to make an impressive impromptu Structure of impromptu speech 	2
14	In-class Practice: Presenting Impromptu Speech <ul style="list-style-type: none"> Classroom activity Blind peer review 	2
15	Final Exam	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. Analyses of Presentations	✓	✓	✓					
T2. Research on Renown Speeches		✓		✓				
T3. Outlining and drafting					✓	✓		



T4. Presentation Technologies		✓		✓		✓		
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. Class Participation & Engagement	10%	M1-M8
A2. Assignments	20%	M1-M8
A3. In-class practice	30%	M1-M8
A4. Final Evaluation	40%	M1-M8

The assessment will be conducted following the University's Assessment Strategy (see 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 and reading materials will be provided by the instructor.

REFERENCES

- Coopman, S. J., & Lull, J. (2014). *Public speaking: The evolving art*. Cengage Learning.
- Grippio, J. A. (2009). *A complete guide to public speaking*. Outskirts Press.
- Lucas, S. E., Stob P. (2023). *The art of public speaking*. McGraw-Hill Companies.
- Rossette-Crake, F. (2019). *Public speaking and the new oratory*. Springer International Publishing.

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/.