MINISTRY OF EDUCATION AND TRAINING
NATIONAL ECONOMICS UNIVERSITY

THE SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

SYLLABUS
PROGRAM OF PUBLIC MANAGEMENT AND POLICY IN ENGLISH
(E-PMP)

LEVEL OF EDUCATION: UNDERGRADUATE   TYPE OF EDUCATION: FULL-TIME

1. GENERAL INFORMATION

- *Course title (Vietnamese):*   ***Kỹ năng thuyết trình***

- *Course title (English):*   ***Presentation skills***
- *Course code:*   ***EPMP_BT10***
- *Knowledge group:*   ***Presentation Skills***
- *Credit:*   ***2***
- *Prerequisite courses:*   ***No***

2. THE DEPARTMENT IN CHARGE: *Economics management*

3. DESCRIPTION

This presentation skills course is designed to train students and provide students with experiences to create formal and semi-formal presentations in professional work environments. The main goal of the course is:

1) Use English fluently, appropriately, and confidently in discussions and presentations

2) Help students identify and correct common presentation errors

3) Practice planning, organizing, and delivering presentations with small groups

4) Predict and respond appropriately to questions and comments of the audience

There is also a secondary goal: to provide students with the experience of being an audience, practice annotation skills, make requests for clarification, and develop appropriate questions and comments.

4. REFERENCES
Required textbooks

There is no required textbook for this module. Course materials are available and will be provided in soft copies to students

References:

Between one and many: the art and science of public speaking / Steven Robert Brydon, New York, McGraw-Hill Higher Education 2008

5. COURSE OBJECTIVES:

Goal (Gx)	Description	PLO	Level
[1]	**[2]**	**[3]**	**[4]**
G2 (Skill)	Improve essential skills before, during, and after a presentation.	KN4	4
G3 (Level of autonomy and responsibility)	Seriously learn and access new knowledge for work. Have a sense of responsibility and cooperation in work and autonomy in work, responsible for their work results.	NLTC2	4

5. COURSE LEARNING OUTCOME:

Goal	CLO (CLOx.x)	Description	Level
[1]	**[2]**	**[3]**	**[4]**
G2 (Skill)	CLO 1.1	Have the skills to present, predict and respond to the questions and comments of the audience appropriately.	**4**
	CLO 1.2	Have the skill of taking notes, making requests for clarification, and giving appropriate questions and comments	**4**
G3 (Level of autonomy and responsibility)	CLO 2.1	Seriously learn and access to new knowledge for work	**4**
	CLO 2.2	There is a sense of responsibility and cooperation at work	**4**
	CLO 2.3	Autonomy at work, take responsibility for their work results	**4**

7. COURSE ASSESSMENT

Form of evaluation	Content	Time	CLO	Evaluation criteria	Ratio (%)
[1]	**[2]**	**[3]**	**[4]**	**[5]**	**[6]**

Evaluate the learning process		Week 1-8	CLO 1.1, CLO 1.2, CLO 2.1, CLO 2.2	- Full class participation level. - The level of interaction with the situations are trainers launched - The level of lesson preparation from home (fully, thoroughly) - The level of participation in group work and presentations	50 %
End-of-term evaluation		Week 8	CLO 1.1, CLO 1.2, CLO 2.1, CLO 2.2, CLO 2.3	Levels of completing multiple choice exercises & personal essay (on time, quality of content and presentation, answer to questions of lecturers and classes associated with the level of knowledge, skills, and the ability to take autonomy and accountability of the learning outcomes of the module).	50 %

* The module uses turnitin software to assess academic integrity

8. TEACHING PLAN

Week/ Session	Contents	CLO	Activities	Assessment
[1]	[2]	[3]	[4]	[5]

1	Topic 1: Presentation overview 1.1. Presentation basics 1.1.1 What is a process? 1.1.2. Features of the presentation	CLO 1.1, CLO 2.1, CLO 2.2	**Study at home:** Pre-study the topic document 1 **Teaching and learning in class** - Introduction about the set and how to evaluate the set - Lecture: 1 session - Class discussion: 3 sessions	
2	Topic 1: Presentation overview (continued) 1.2. The principles of successful presentations and presentations 1.3. Factors that affect presentation effectiveness 1.4. These problems arise during the presentation process	CLO 1.1, CLO 1.2, CLO 2.1, CLO 2.2	**Study at home:** Pre-study the topic document 1 **Teaching and learning in class** - Lecture: 1 period - Class discussion: 3 sessions	Evaluation progress 5 0%
3	Topic 2: Presentation process 2.1. Steps to prepare a presentation 2.1.1. Analyze the audience and their surroundings 2.1.2. Determine the target 2.1.3. Analyzing the topic	CLO 1.1, CLO 1.2, CLO 2.1, CLO 2.2	**Study at home:** Pre-study the topic document 2 **Teaching and learning in class** - Lecture: 1 session - Class discussion: 3 sessions	

	2.1.4. Deploying the idea			
4	Topic 2: Presentation process (continued) 2.2. Countries conducting the presentation	CLO 1.1, CLO 1.2, CLO 2.1, CLO 2.2	**Study at home:** Pre-study the topic document 2 **Teaching and learning in class** - Lecture: 1 period - Class discussion: 3 periods	
5	Topic 3: The structure of the presentation 3.1. Heading 3.2. Content 3.3. Conclusion	CLO 1.1, CLO 1.2, CLO 2.1, CLO 2.2	**Study at home:** Pre-study the topic document 3 **Teaching and learning in class** - Lecture: 1 period - Class discussion: 3 periods	
6	Topic 4: Demonstrations for the presentation 4.1. Thesis in the presentation	CLO 1.1, CLO 1.2, CLO 2.1, CLO 2.2	**Study at home:** Pre-study the topic document 4 **Teaching and learning in class** - Lecture: 1 period - Class discussion: 3 periods	

7	Topic 4: Demonstrations for the presentation (continued) 4.2. Analyze the data in the presentation	CLO 1.1, CLO 1.2, CLO 2.1, CLO 2.2	**Study at home:** Pre-study the topic document 4 **Teaching and learning in class** - Lecture: 1 period - Class discussion: 3 periods	
8	Review	CLO 1.1, CLO 1.2, CLO 2.1, CLO 2.2	**Study at home:** Pre-study the topic document 1,2,3,4 **Teaching and learning in class** Q&A	
9	Exam finish the course	CLO 1.1, CLO 1.2, CLO 2.3	Essay test and individual test: 60 minutes	Homework finishes course 50%

9. COURSE REQUIREMENT
9.1. Rules of class participation

- Students are responsible for attending the complete session.

- Despite the reason or no reason, absent students are considered not completing the course and must enroll again.

- Students who do not participate in the final test shall be considered not completing the course and must enroll again.

- Students are responsible for actively researching documents, proactively preparing lessons before going to class according to the instructions and requests of lecturers

Students will be asked to answer random questions and answers during eight sessions

- Regarding the exchange between lecturers and students: Encourage students to participate in discussions, give teachers direct feedback about the module's content, teaching and learning methods, teaching and reading materials. Lecturers also encourage students to give feedback on the form, methods, and contents of the tests and evaluate students' learning results. Students can communicate with lecturers in

class, during office hours, or via email. The valuable student feedback contributes to improving the teaching and learning quality of the module.

9.2. Rules of classroom behavior

- The module is conducted on the principle of respect for learners and teachers. All acts that interfere with the teaching and learning process are strictly prohibited.

- Students need to actively participate in lectures in class through discussions with teachers (answer and ask questions) and group discussions and presentations

- Students must go to school on time. Students who are late more than 10 minutes after class starts will not be able to attend the class.

- Not make noise affects others in the learning process.

- Not eat, drink, chew gum, use devices such as phones, music players during class.

Laptops and tablets are only used to record lectures, calculate for lectures, exercises, absolutely not used for other purposes.

Hanoi, Date   Month   Year 20

DEAN OF FACULTY   **PRINCIPAL**

(Signed)   **(Signed)**