



TQF.5 Course Report

Course Code : GEN0209

Course Title: Public Speaking and Presentation skills in English

Credits: 3(3-0-6)

Semester /Academic Year :1/2020

Students :Bachelor of Art Program in Hotel Management

Lecturer(s) :Ms.KanyapilaiKunchornsirimongkon

Course Report

Institution : SuanSunandhaRajabhat University

Campus/Faculty/Department : International College

Section1:General Information

1. Course Code and Title :GEN0209 Public Speaking and Presentation Skills in English

2. Pre-requisite (if any):

3.Faculty Member(s) Teaching the Course and Sections

Sections:

Room No. 201

4. Semester and Academic Year

Semester 1, Academic Year 2020

5.Venue :Nakhonpathom Education Centre, International College, SuansunandhaRajabhat University.

Section2 : Actual Teaching Hours Compared with Teaching Hours Specified in the Teaching Plan

Number of actual teaching hours compared with the teaching plan

Topics	No. of teaching hours in the plan	No. of actual teaching hours	Reason(s) (in case the discrepancy is more than 25%)
Unit1: Why speak in public? - Pretest - What is public speaking? - A public speaking model	3	3	-
Unit 2: Entering the public dialogue with confidence - Types of public speaking - Overview of the Speaking process	3	3	-
Unit 3: The ethics of Public Speaking - Definition of Ethics - Principles of Ethics - Cultural diversity and Public speaking - Avoiding Ethnocentrism	3	3	-
Unit 4: Presenting the speech - Language - Meaning of words - Show your first speech	3	3	-
Unit 5: Delivering your speech - Method of delivery - Qualities of effective delivery - Elements of vocal delivery - Element of physical delivery - Theory into practice	3	2	-
Unit 6 : Speaking on special	3	3	-

occasions			
- Speech of commemoration			
- Speech of Acceptance			
- Speech of Entertain			
Revise all the lessons and preparation for the midterm examination	3	3	-
Midterm	3	3	-
Unit 7: English For Presentation -Let's get started	3	3	-
Unit 8: English For Presentation -Today's topic is ...	3	3	-
Unit 9: English Presentation -My next slide shows... -Visual aids - Why are visual aids important? - Types of Visual Aids - What to show on a visual aid - Formats for visual aids	3	3	-
Unit 10: English Presentation -As you can see from this graph...	3	3	-
Unit 11: English Presentation -To sum up...	3	3	-
Unit 12: English Presentation -Any questions?	3	3	-
15. Student Presentation	3	3	-
16.Final Review	3	3	-
Total	48	48	-

2. Topics that couldn't be taught as planned

Topics that couldn't be taught (if any)	Significance of the topics that couldn't be taught	Compensation

3. Effectiveness of the teaching methods specified in the Course Specification

Learning Outcomes	Teaching methods specified in the course specification	Effectiveness (Use ✓)		Problems of the teaching method(s) (if any) and suggestions
		Yes	No	
1. Morals and Ethics To Be able to do the right thing according to the values, beliefs and principles they claim to hold.	1. Assess from student attendance in class, student behavior and hand in work assigned on time 2. Student participation in answering question, analyze and discussion problem in class	✓	-	-Some students had a habit of being late and absent during the first three times of class. Therefore, lectures had to give them warnings and deduct the attendance marks. Then, they turned to come to the class on time.
2. Knowledge Have understanding of theories and concepts in Hotel Business management.	1. PowerPoint 2. Problem-Based Learning 3. Case Study 4. Group Study 5. Group Presentation 6. Questions and Answers	✓	-	-Some students did not have participation in the class. -Need an incentive for participating such as extra mark.
3. Cognitive Skills Be able to solve problems that may occur during managing Hotel.	1. Assignments 2. Brainstorming	✓	-	-Encourage and suggest students how to find the academic journals and articles on university's databases.
4. Interpersonal Skills and Responsibilities Be able to adjust to work in team both as leader and follower.	1. Group Discussion 2. Group Presentation	✓	-	-Students were too shy to ask questions in class. -Use cooperative learning to encourage students ask more questions within the group

5. Numerical Analysis, Communication and Information Technology Skills To be able to utilize at best the Information Technology to access and acquire knowledge, creative and inspiring ideas for issue given concerning Hotel industry	1. E-learning 2. Using appropriate technology for presenting group project	✓	-	-Students could not present their work well because of poor English communication skill. -Need to study English Enrichment class. -Lecturer may need to use easy vocabulary and use more photos as the example and media
6. Learning Management Skills		✓	-	

4. Suggestions for Improving Teaching Methods

Section3 : Course Outcomes

1. Number of registered students : 7 Students (Hotel)

2. Number of students at the end of semester: 6 Students

3 Number of students who withdrew (W) : 1

4. Grade distribution

Grade	No. of students	Percentage
A		
A-	-	-
B+	1	14.29
B		
B-	2	28.57
C ⁺		
C	3	42.86
C-		
D+		
D		
D-		
F		
Incomplete (I)	1	14.29

Section3 : Course Outcomes (Continue)

1. Number of registered students : 11 Students (RB)

2. Number of students at the end of semester: 11Students

3 Number of students who withdrew (W) :

4. Grade distribution

Grade	No. of students	Percentage
A	1	9.09
A-	2	18.18
B+	1	9.09
B	1	9.09
B-	2	18.18
C ⁺		
C	4	36.36
C-		
D+		
D		
D-		
F		
Incomplete (I)		

5. Factors causing unusual distribution of grades (If any)

None

6. Discrepancies in the evaluation plan specified in the Course Specification

6.1 Discrepancy in evaluation time frame

Details of Discrepancy	Reasons
Timing for doing activities sheets in class usually took longer time than expecting	Student usually took long time to write and search assignment in class

6.2 Discrepancy in evaluation methods

Details of Discrepancy	Reasons
The assessment in the topic of ethics and morals (ex., to be responsible and participate in activity for development; and to be able to adjust to work in team as both leader and follower) were very difficult to observe for all students' behaviors.	Students had different opportunity to show their ethics and morals.

7. Verification of students' achievements

Verification Method(s)	Verification Result(s)
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-By asking questions 10 % of total number of the students about concern topics	Students were able to answer
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Section4 : Problems and Impacts

1. Teaching and learning resources

Teaching Problems: Some lesson use specific vocabularies and teach in English.	Impacts on students' learning : Most of students were not able to understand English.
Learning Resources Problems: The projectors were not clear	Impactson students' learning : Lose attention and annoying

2. Administration and organization

Problems from administration None	Impacts on students' learning None
Problems from organization None	Impacts on students' learning None

Section5 : Course Evaluation

1. Results of course evaluation by students

1.1 Important comments from evaluation by students

1.2 Faculty members' opinions on the comments in 1.1

2. Results of course evaluation by other evaluation methods

2.1 Important comments from evaluation by other evaluation methods

2.2 Faculty members' opinions on the comments in 2.1

Section6 : Improvement Plan

1. Progress of teaching and learning improvement recommended in the previous Course Report

Improvement plan proposed in Semester 1 Academic year 2021 1. A plan to use more additional practice exercises. 2. A plan to use more active learning method	Results of the plan implementation (In case no action was taken nor completed, reasons must be provided.) 1. Students seem being more responsibility 2. Students are more active in classroom because discussion among group
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2. Other improvements

3. Suggestions for improvement for Semester 1 Academic year 2020

Suggestions	Time Frame	Responsible person
1.Invite guest speakers 2.More activity in classroom	During semester	Lecturer

4. Suggestions of faculty member(s) responsible for the course

Responsible Faculty Member/Coordinator:.....

Signature..... Submission Date 18th December 2020

Chairperson/Program Director:

Signature..... Receipt Date