

EVERYONE CAN SPEAK!



Synopsis

A hands-on 3-day course which is designed to help you speak at ease, anywhere anytime. Consisting of 4 modules, from building self-confidence, acquiring presentation skills, delivering a speech to giving an impromptu speech. Students are expected to have good interpersonal communication skills and able to work in groups, interact with confidence and ease and communicate effectively.

Learning Outcomes

At the end of the course, students should be exposed to the principles of effective communication. Students will be able to:

- develop self-confidence while speaking in public and apply accurate techniques when doing presentation,
- demonstrate the ability to produce a well-organised speech, and
- produce impromptu speech of any topics.

Delivery Mode

Face-to-face

Duration

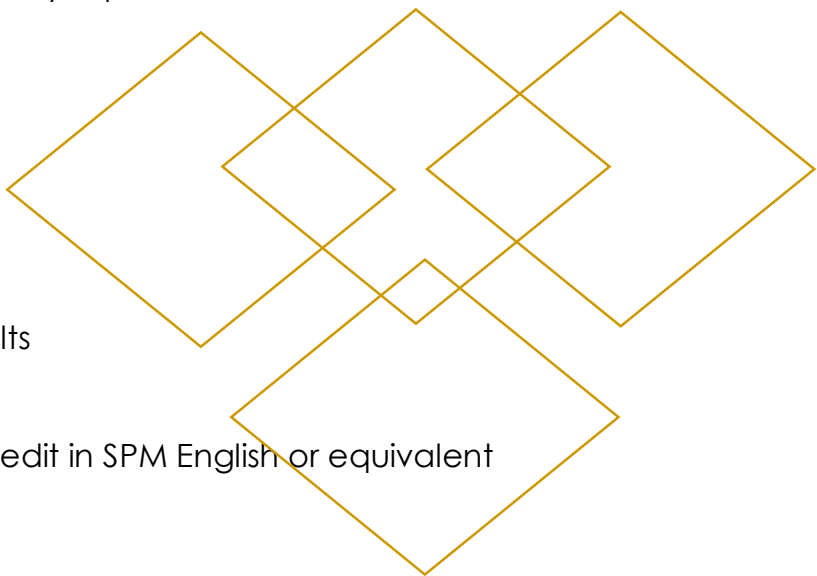
3 Days

Target Participant

Mature students and working adults

Admission Requirement

Basic level of English language, credit in SPM English or equivalent



Course Outline:

MODULE 1: Confidence Building

- Why we need confidence to speak well?
- Strategies to develop confidence
- Activity 1: Confidence, do I have what it takes? (peer review)

MODULE 2: Presentation Skills

- Steps in Preparing Effective Presentation (Plan, Prepare, Practise, Present)
- Presentation Flaws
- Activity 2: Preparing Speech Layout (Introduction, Body, Conclusion)

MODULE 3: Public Speaking

- Types of Public Speaking
- Strategies of Becoming a Better Speaker
- Activity 3: Public Speaking Practice

MODULE 4: Impromptu Speech

- How to nail Impromptu Speech (Non-verbal cues, interruptions, turn-taking)
- Do's and Don'ts of Impromptu Speech
- Activity 4: Impromptu Speech Practice (Formal meeting setting)

Course Fee

RM500 per pax

Facilitators

1. PM Dr Norshima Zainal Shah

Norshima has 27 years of teaching English as a second language (TESL) experience. She has taught in primary and secondary schools and at present with National Defence University of Malaysia. She is a member of Toastmasters International Club since 2010 and has completed competent communication manual and leadership manual. She has also conducted various communication workshops at university level. With a Phd in Social Sciences and Humanities from Dublin City University Ireland, Norshima is passionate about the holistic development of students specifically in communication through experiential learning.

2. Dr Belinda Marie Balraj

Dr Belinda Marie Balraj is a lecturer at the National Defence University of Malaysia. With 17 years teaching experience in English as a second Language (TESL) and Sociolinguistics, she has conducted numerous workshops within the ESL context focusing on public speaking skills and presentation skills to students and staffs. Dr Belinda Marie Balraj holds a postgraduate degree from National Defence University of Malaysia in Educational Sciences (Sociolinguistics), a Master's degree from University Malaya in MESL (Sociolinguistics) and bachelor's degree from University Malaya in TESL (Literature). Dr Belinda is actively involved in Sea Scouts and is a certified Scouts Masters in Kota district.

3. Masdini Harina Ab Manan

With 18 years of experience in teaching English as a second language field (TESL), she has conducted various courses within ESL context, particularly in public speaking and presentation skills. Has wide experience in teaching oral communication courses in few higher learning institutions. A master 's holder from University Malaya in Educational Management and graduate of Bachelor of Science with Education (TESL) from Universiti Teknologi Malaysia.

4. Afifah Quraishah Abd Nasir

She has been teaching in higher education institutions for the past 12 years. Graduated from UiTM with Bachelor of Education TESL (Hons.) and Master of Education (TESL) from UPM. Apart from teaching, she has experience in conducting speaking courses for workplace communication.