



SILABUS - Public speaking and communication skills

S-VII-Course basic data			
	University	University of Prizren "Ukshin Hoti"	
1	Faculty/Department	Faculty of Philology/Albanian Language and Literature	
2	Course	Public speaking and communication skills	
3	Level	Bachelor	
4	Course status	Elektive	
5	Study year	4 year, 7 semester	
6	Weekly hours	2+1	
7	ECTS	4	
8	Semester	Winter semester	
9	Course professor	Prof. asoc. dr. Flamur Shala	
10	Contact details	flamur.shala@uni-prizren.com	
11	Course Description	<p>Public speaking contains communication skills, language, and teaching style. Meaningful speaking. Vocabulary selection and sentence syntax. The correct pronunciation of sounds. Diction Rhythm of speech. Emphasis on words, syntax and sentence. Logical emphasis. Modulation.</p> <p>For a communication to be effective, the elements involved in such an interaction must be well known. Audience analysis, preparatory work, topic selection, structured speech or presentation, overcoming stage anxiety and the art of obedience are some of the issues to be addressed in this module.</p>	
12	Course objectives:	<p>The purpose of the course is:</p> <ul style="list-style-type: none"> -To speak in public. Historical overview of rhetoric. -Ethics and public speaking. -Tips on public speaking and ethical listening. -How to give your first speech. Speech preparation. Speaker, the message. channel, listener. -Choosing a theme and a goal. Audience analysis. -Gathering materials. Support your ideas. Sketching the speech. Organize the main part of the speech. Beginning and end of speech. -Having speech. Using visual aids. Methods of persuasion. Types of speeches: informative speech, persuasive speech, special case speech. Oral reporting, symposium, panel discussion etc. 	
13	Expected results	<p>Upon completion of this course, students will be able to:</p> <ul style="list-style-type: none"> -appreciate the importance of public speaking in terms of their personal, professional and social life; -become speaker and ethical listener of various messages; -use key elements to give a logical and effective message; -recognize and use different types of speeches or presentations (Informative, Persuasive, and Special Occasion); <p>deliver speeches or presentations (individual and in groups), which are in accordance with the purpose, situation and the audience.</p>	
Student workload for the subject			
Activity	Hours	Days/Week	Total:
Lecture	2	15	30
Exercise	1	15	15
Practical	1	15	15
Task – Presentation	1	5	5



Preparation for the first test (semester)		1	10	10
Consulting		1	10	10
Preparation for the final test		1	15	15
Total load				100 hours (4 ECTS)
14	Teaching methodology:	Lectures, exercises, seminars, presentations, conversations, concretization.		
15	Evaluation, methods and criteria:	Seminar, semester test, presentation, final test. The first test has from 1-25 point All the activities in the class have 1-20 point Finally test has 1-55 point. Total: 100 point Evaluation in points: 01-49= 5, 50-60 = 6, 61-70 = 7, 71-80 = 8, 81-90 = 9, 91-100=10		
16	Literature:	1. Stephen E. Lucas, Arti i të folurit në publik (përktheu nga anglishtja Enzo Shijaku), Tiranë, 2011. 2. Arti i të folurit publik (përmbledhje), Universiteti i Prizrenit “Ukshin Hoti”, Fakulteti Ekonomik, Prizren, 2012.		
17	Additional literature:	3. Xhevat Lloshit, Stilistika dhe pragmatika, Toena, Tiranë, 1999. 4. Asllan Hamiti, Fonetika dhe fonologjia e gjuhës standarde shqipe Shkup, 2005, 2011.		

Designed lesson plan:

Week:	Lectures 2	Exercises 1
First Week:	Public speaking. Historical overview of rhetoric	Public speaking - communication skills
Second Week:	Ethics and public speaking. Public Speaking Tips and Ethical Listening	Speaking, reading, writing
Third Week:	How to deliver your first talk. Speech preparation. Speaker, message	Rhetoric in antiquity
Fourth Week:	Choosing a theme and a goal	Public speaking on a given topic
Fifth Week:	Audience analysis. Collection of materials	Practicing speaking to an audience
Sixth Week:	Support your ideas. Sketching the speech. Organize the main part of the speech	Public speaking exercises
Seventh Week:	Beginning and end of speech. Speech	Short speech and public success
Eighth Week:	Test	Test preparation - Presentations
Ninth Week:	Using visual aids. Methods of persuasion	Presentation of a topic to students
Tenth Week:	Types of speeches: informative speech, persuasive speech, special case speech	Round table and debate with students
Eleventh Week	Oral reporting, symposium, panel discussion	Panel discussions
Twelfth Week:	Communication skills, Language and style of teaching ..	Some ways of preparing for public presentation
Thirteenth Week:	Meaningful speaking, Selection of vocabulary and sentence syntax	Correct use of language
Fourteenth Week:	Proper pronunciation of sounds. Diction. Speech rhythm. Emphasis on words, syntax and sentence. Logical emphasis. Modulation	Correct use of language
Fifteenth Week:	Test	Assessment of public speaking



Academic policies and rules of conduct:

The student must respect the rules of the institution:

- Must respect the schedule of lectures, exercises and be attentive in the classroom;
- To maintain discipline during lectures;
- Student Card Ownership and Presentation (ID) is required for tests and exams;
- When designing seminar papers, the student must follow the instructions given for research and technical implementation of the paper.