

UFS FORM 5: SHORT LEARNING PROGRAMME

SECTION A: CATALOGUE

CODE: HEQC/H06/HUM/DOPS

Credit or Non-credit Bearing: Non credit-bearing

TITLE: Developing Oral Presentation Skills

NQF LEVEL: 5

NOTIONAL LEARNING HOURS: 80

FORMAL CONTACT TIME: Contact sessions occur during regular workshops.

LEARNING ASSUMED TO BE IN PLACE:

Learners must be in possession of a matriculation certificate or an equivalent qualification on NQF level 4.

LEARNING OUTCOMES:

On completion of the short learning programme, learners should be able to:

- plan an oral presentation by following a number of specific steps;
- make (deliver) an oral presentation that contains several important elements; and
- assess their oral performance via a checklist (rubric) that focuses on both the content and language of their presentation.

BRIEF DESCRIPTION OF CONTENT:

Introduction: The elements of an oral presentation
Planning an oral presentation
Rehearsing an oral presentation
The “tone” of oral presentations
Addressing a non-technical audience
Stage fright strategies

CRITICAL OUTCOMES SUPPORTED BY SHORT LEARNING PROGRAMME:

Learners will be required to use critical and creative thinking in pairs or in small groups to analyze, organize and evaluate information. Learners are required to communicate effectively using visual and language skills in the mode of oral presentation.

METHODS OF ASSESSMENT:

Learners will complete communicative activities in pairs and groups. The presenter will provide informal assessment in terms of a specified grid.

ASSESSMENT CRITERIA:

Rubric-based assessments per presentation task are used. These are available for perusal.

ORGANISING FIELD: 4

(1 = Agriculture and Nature Conservation)
(2 = Culture and Arts)
(3 = Business, Commerce and Management Studies)
(4 = Communication Studies and Language)
(5 = Education, Training and Development)
(6 = Manufacturing, Engineering and Technology)

(7 = Human and Social Studies)
(8 = Law, Military Science and Security)
(9 = Health Sciences and Social Services)
(10 = Physical, Mathematical, Computer and Life Sciences)
(11 = Services)
(12 = Physical Planning and Construction)

APPROVAL DATE: April 2006 (part of the institutional survey of short learning programmes)

REVIEW DATE: 2008

DEPARTMENTAL OR PROGRAMME "HOME":

Department of English and Classical Culture. The department is UFS sustained.

DEVELOPER/COORDINATOR:

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