

**UNIVERSITI TUNKU ABDUL RAHMAN
FOUNDATION STUDIES**

ACADEMIC YEAR: 2010/2011

SESSION: 201010

UNIT CODE: FHHM1022

UNIT DESCRIPTION: FHHM1022 EFFECTIVE COMMUNICATION SKILLS

YEAR: 1

TRIMESTER: 2

WRITTEN ASSIGNMENT (10%):
5 MINUTE SPEECH OUTLINE INDIVIDUAL

Instructions to students:

Prepare a formal outline based on your 5 minute presentation. Take into consideration all the important features a formal outline should have, especially the format, a consistent symbolisation and indentation pattern (the mechanics). Label each section clearly and have at least one (1) Organisational Pattern for Body (refer to the format in the sample below). Bear in mind that the outline is not the complete manuscript or the fully-scripted version of your speech, neither is it the printouts of your PowerPoint presentation slides. Use the format given below. This coursework will contribute a total of 10% toward your overall grade.

Guidelines:

Num.	Item	Remark
1.	Objectives	To enable students to a. apply what they have learned about preparation outline into practice: format, mechanics (indentation & symbolisation), organisation of ideas, transitions, bibliography b. prepare for their speech presentation in a systematic and structured manner
2.	Format	a. The outline must be typewritten and submitted in print. b. Font type – Times New Roman c. Font Size – 12-point d. Should NOT be longer than 4 pages (including the cover page)
3.	Organisational Pattern for Body	At least <u>ONE</u> Organisational Pattern for Body
4.	Grading	30 marks (10% of the overall grade), see grading criteria below
5.	Topic	Any appropriate topic of the student's choice based on the 5 minute presentation (screened by the tutor)
6.	Submission Date	Refer to tutor for specific date and time.

Topics For 5 Minute Reseach Speech

A Gutmann



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