

## An English Communication Skills Course

### 1. Introduction

SEAMEO Regional Language Centre (RELC) is a leading language teacher education centre under the Southeast Asian Ministers of Education Organization (SEAMEO). One of the twenty one specialist centres set up by SEAMEO, RELC is the Government of Singapore's contribution toward language education in the region. SEAMEO RELC's activities are guided by the following philosophy:

*We believe that language education will lead to an improved quality of life for people in the region and to greater international cooperation.*

Set up in 1968, SEAMEO RELC has now an established reputation for providing quality courses from short teacher training courses with focused themes to a Master's programme.

SEAMEO RELC offers customized English proficiency courses designed to meet the needs of specific groups of people. Our course participants come from varied backgrounds and are of different ages, including students, working adults, government officials and educators from the region and beyond. Course participants have come from Afghanistan, Brunei Darussalam, Cambodia, China, Hong Kong, Indonesia, Japan, Lao People's Democratic Republic, Malaysia, Myanmar, Nepal, the Philippines, Saudi Arabia, Singapore, Sri Lanka, Taiwan, Thailand, Timor-Leste and Vietnam.

### 2. Course Background and Objectives

This course is specially designed for a group of undergraduates from Niigata University, Japan who are attending the Singapore Spring Seminar. It will be a 15-hour course focusing on the oral communication and presentation skills that participants can use in their interaction and communication with other speakers of English, as well as for their presentation in more formal contexts and situations.

The course aims to fulfil the following objectives:

- To equip participants with the oral communication skills so that they can use English to communicate with others, in both academic and social contexts;
- To hone participants' presentation skills and develop their confidence in public speaking

### 3. Course Content

The course will cover the following oral communication and presentation skills:

- Conversational strategies
- Interactive speaking activities
- Accuracy and fluency practice in oral communication
- Elements of effective oral presentations
- Presentation scripts – introduction, body and conclusion
- Effective openings, signposting and closing
- Body language, visual aids and delivery
- Panel presentations

#### **4. Assessment**

- Each participant's entry level language skills will be assessed using the RELC Placement Test.
- Each participant will be part of a panel (3-4 members) to present on a theme and they will be assessed individually on their oral presentation skills.
- A course report on the participants' panel presentation results and language teachers' comments on each participant will be submitted after the completion of the course.

#### **5. Certification**

All participants who successfully complete the programme and meet the 80% attendance requirement will receive a Certificate of Attendance.

#### **6. Course Schedule**

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|------------------------------------|---|
| Duration:                          | 5 days                                      |
| Total Instructional Hours:         | 15 hours                                    |
| Course Dates:                      | 2 – 6 March 2015                            |
| Class Schedule:                    | Monday to Friday<br>9.00 a.m. to 12.00 noon |
| No. of Participants:               | 20 (estimated)                              |
| No. of Classes:                    | 2   |
| No. of Accompanying Staff Members: | 2   |
| Venue:                             | SEAMEO Regional Language Centre             |