

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE REPUBLIC OF
KAZAKHSTAN
Abai University
SYLLABUS

1. Information about the discipline

Name of the discipline: **English language oral and written speech workshop**

Number of credits **6**

Course, semester, academic year **3 course, 6 semester, 2023-2024 academic year**

Name of the educational program and code **6B01306 - Primary education in English**

Institute **Pedagogy and psychology**

Department **Primary education**

Full name of the teacher, degree, academic title, MPSc, senior lecturer D.Naimanova

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2. Type of control- Practical exam

Criterion-based assessment: Homework or SIW deadlines may be extended in the event of extenuating circumstances (illness, emergencies, unforeseen circumstances, etc.). Constructive questions, dialogue, participation in discussions, exercises and feedback are welcomed and encouraged and will be taken into account and assessed:

1. You should prepare for each lesson in advance, according to the schedule, in accordance with the topic.
2. Homework is distributed in the discipline schedule.
3. Most homework assignments will include multiple questions/problems.
4. During the semester, you will use the material you study
- The student's independent work must be completed within the specified time frame.

Scale of assessment of exam papers in the discipline "English language oral and written speech workshop"	
Points: 1 question-30, 2 Question-30, 3 Question-40	
Student:	
A	- stylistically competent and logically correct answers to the questions were given; - theoretical knowledge is provided with specific examples; - the scientific term is used precisely; - the practical task was completed completely and correctly.
A-	- personal mistakes were made in the use of scientific terms, but this is not considered a consequence of ignorance and misunderstanding of the educational material.
B+	- a creative approach was used to complete the task, but the practical task was not fully completed;
B	- several errors were made in the narrative that do not change the logical and informative main content of the answer; - one or two omissions were made in the presentation of the main content of the answer.
B-	- more than two mistakes were made in the use of scientific terms; - the practical task is not fully completed.
C+	- the student had a general understanding of the topic, but did not systematically fully reveal the content of the material; - mistakes were made in defining concepts and using the term; - the practical task is not fully completed.
C	- the student was unable to apply theoretical knowledge in a new situation and/or in the implementation of a practical task.
C-	- insufficient development of basic skills and abilities in mastering theoretical material.
D+	- the main content of the educational material is not disclosed; - it is established that he did not know the educational material or did not understand an important part of it.
D	- mistakes were made in defining concepts and using terms.
F	- the student has not fully mastered the knowledge, skills and abilities of the subject.

Your final score is calculated using the formula: $(FC1 + FC2) * 0.3 + \text{exam} * 0.3$

3. Academic presentation of the course

Type of training course: **BC**

The purpose of the discipline "English Language Oral and Written Speech Workshop" is to develop and enhance students' proficiency in both spoken and written aspects of the English

language. It covers fundamental principles of effective oral and written communication, including grammar, vocabulary, pronunciation, and presentation skills. The independent work topics encourage students to apply the skills and knowledge gained in the course to real-world scenarios, fostering independent learning and self-improvement in oral and written communication skills.

Specifically, the goals of this discipline include:

1. Improving Oral Communication Skills
2. Enhancing Written Communication Skills
3. Building Vocabulary and Language Proficiency
4. Cultural Awareness
5. Practical Application
6. Assessment and Feedback

In essence, this discipline aims to equip students with the linguistic tools and skills necessary to excel in both spoken and written English, preparing them for academic, professional, and social contexts where English proficiency is valued. It fosters the development of effective communication abilities, critical thinking, and cultural competence.

4. Academic policy of the course:

The content of the discipline is based on the thematic principle. Each topic contains a list of the main issues that reveal its content, is systematically presented in the lecture course and is taught to students in practical classes, as well as in the course of independent work. Knowledge of these issues allows the student to determine the degree of assimilation of certain topics of the discipline during the educational process, and the teacher-during control activities.

Academic discipline rules:

- Mandatory attendance of classes, avoiding delays. Delays in classes and absenteeism from classes without a reason are rated at 0 points.
- Prepare for each classroom lesson in advance according to the schedule below. The preparation of the task must be completed before the classroom lesson on which the topic is discussed.
- Mandatory compliance with deadlines for execution and delivery of tasks (ISW, interim, control, project, etc.). In case of violation of the deadline for submission, the task is evaluated taking into account the deduction of penalty points.

Academic values:

Academic integrity: autonomy in completing all tasks; prevention of plagiarism, forgery, use of cuts, copying in all forms of knowledge Control and deceiving the teacher.

Students with disabilities can get advice by e-mail.

5. Information Resources:

1. **Textbooks and Course Materials:** "Public Speaking: Concepts and Skills for a Diverse Society" by Clella Iles Jaffe; "English Grammar in Use" by Raymond Murphy; "The Elements of Style" by William Strunk Jr. and E.B. White
2. **Online Language Learning Platforms:** Duolingo; Rosetta Stone; Babbel
3. **Language Learning Websites and Blogs:** British Council's Learn English; BBC Learning English; FluentU Blog
4. **Academic Journals and Articles:** "The Role of Oral Practice in Language Learning" by Wilga M. Rivers (TESOL Quarterly); "Teaching Speaking Skills" by Md. Jahangir Alam (Journal of Education and Practice); "Enhancing Writing Skills through Process-Based Approach" by Syed Abdul Manan and Muhammad Zubair (International Journal of Education and Research)
5. **Online Speech and Presentation Resources:** TED Talks (for exemplary public speaking); Toastmasters International (for improving speaking and leadership skills)

Remember to verify the credibility of online sources, especially if you're using them for academic research. These resources should provide a well-rounded understanding of English language oral and written speech workshops and help you in your studies.

6. Calendar of implementation of the topic of the training course:

We ek / day	Title of the topic (lecture, practical lesson, independent work of the student)	Numbe r of hours	Maxi mum point
1	2	3	4
1	Lecture 1. Session 1: Introduction to Effective Communication	2	1
	Practical lesson 1. Understanding the importance of communication skills. Setting goals for the workshop	1	5
2	Lecture 2. Session 2: Grammar Essentials for Writing	2	1
	Practical lesson 2. Review of basic English grammar rules. Common grammatical errors to avoid	1	5
3	Lecture 3. Session 3: Building a Strong Vocabulary	2	1
	Practical lesson 3. Strategies for expanding students' English vocabulary. Word choice and synonyms	1	5
4	Lecture 4. Session 4: Pronunciation and Intonation	2	1
	Practical lesson 4. Improving pronunciation and intonation for clear speech. Practice with challenging sounds	1	5
	1. Independent work of the student with the Teacher Consultation and acceptance of independent work of the student. Independent work of the student. Grammar and Vocabulary Enhancement: Identify three specific areas of grammar or vocabulary where you need improvement. Develop a self-study plan to address these areas and track your progress.		18
5	Lecture 5. Session 5: Structuring Effective Sentences and Paragraphs	2	1
	Practical lesson 5. Sentence and paragraph construction. Cohesion and coherence in writing	1	5
	2. Independent work of the student with the Teacher Consultation and acceptance of independent work of the student. Independent work of the student. Narrative Writing: Write a short story or personal narrative in English, focusing on character development, plot, and setting. Analyze the elements that make a compelling narrative.		16
6	Lecture 6. Session 6: Public Speaking Techniques	2	1
	Practical lesson 6. Overcoming stage fright and nervousness. Organizing a speech or presentation	1	5
7	Lecture 7. Session 7: Persuasive Speaking	2	1
	Practical lesson 7. Techniques for persuasive speeches. Analyzing persuasive speeches	1	5
	3. Independent work of the student with the Teacher Consultation and acceptance of independent work of the student. Independent work of the student. Speech Analysis: Select a contemporary speech from a public figure or leader and analyze its persuasive techniques, structure, and rhetorical devices. Prepare a presentation summarizing your findings.		18
8	Lecture 8. Session 8: Writing Formal Emails and Letters	2	1
	Practical lesson 8. Email etiquette and structure. Writing formal letters	1	5
	First control, total		100
9	Lecture 9. Session 9: Group Discussions and Debate	2	1
	Practical lesson 9. Engaging in group discussions. Preparing for a debate	1	5

10	Lecture 10. Session 10: Effective Use of Visual Aids	2	1
	Practical lesson 10. Incorporating visuals into presentations. Best practices for slideshows	1	5
	4. Independent work of the student with the Teacher Consultation and acceptance of independent work of the student. Independent work of the student. Debate Preparation: Choose a current debate topic and research arguments for both sides. Create a detailed debate outline with key points and counterarguments for each perspective.		15
11	Lecture 11. Session 11: Writing Reports and Summaries	2	1
	Practical lesson 11. Structure and content of reports. Summarizing information effectively	1	5
12	Lecture 12. Session 12: Impromptu Speaking	2	1
	Practical lesson 12. Techniques for speaking on the spot. Quick thinking and response	1	5
	5. Independent work of the student with the Teacher Consultation and acceptance of independent work of the student. Independent work of the student. Impromptu Speech Practice: Choose a random topic, and record yourself delivering an impromptu speech. Evaluate your ability to organize thoughts on the spot and maintain coherence in your speech.		15
13	Lecture 13. Session 13: Editing and Proofreading	2	1
	Practical lesson 13. Proofreading strategies for error-free writing. Common writing mistakes to look out for	1	5
	6. Independent work of the student with the Teacher Consultation and acceptance of independent work of the student. Independent work of the student. Visual Presentation: Create a visual presentation (e.g., PowerPoint or Google Slides) on a topic of your choice and practice delivering it. Assess your ability to effectively incorporate visuals into your speech.		14
14	Lecture 14. Session 14: Business Communication Skills	2	1
	Practical lesson 14. Business writing and communication etiquette. Writing business emails and memos	1	5
15	Lecture 15. Session 15: Storytelling and Narrative Writing / Final Presentations and Portfolio	2	1
	Practical lesson 15. The art of storytelling in speeches and essays. Crafting engaging narratives / Participants deliver prepared speeches or presentations. Review and feedback on progress throughout the course. Portfolio compilation and reflection	1	5
	7. Independent work of the student with the Teacher Consultation and acceptance of independent work of the student. Independent work of the student. Business Email Writing: Draft a formal business email for a specific professional scenario, such as job application or client communication. Include appropriate language and formatting.		14
	Second control, total		100

Head of the Department, Doctor of Pedagogical Sciences.,
Prof. A.Zhumabayeva

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Association of the Institute, candidate of pedagogical sciences.,
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 Signature

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