

**(2019-2020) Academic Year**  
**English Department**  
**Course Description ( Old System)**  
**Fifth Year BCSc./ BCTech. (First Semester)**

<b>Department Code:</b>	<b>ENG</b>
<b>Subject Code:</b>	<b>English</b>
<b>Course Title</b>	<b>Communication Skills and Presentation Skills</b>
<b>Course Coordinator</b>	<b>Daw Aye Aye Khine</b>
<b>Credit Unit</b>	<b>3 credits ( lecture 2 + lab &amp; tutorial 1)</b> <b>1 Lecture = 1 credit</b>
<b>Prerequisite/s</b>	<b>None</b>
<b>Objectives</b>	<b>1. to develop their own authentic presentation style</b> <b>2. to recognize the communication skills are important for students who desire success in their careers and real life situations.</b>
<b>Student Learning Outcomes</b>	<b>Students are able to grasp the soft skills and communicate effectively with others in their work environment.</b>
<b>Topics Covered</b>	<b>1. Academic Writing Skill for IELTS and Business Letter</b> <b>2. Presentation skills</b> <b>3. IELTS Grammar</b>
<b>Text book and Reference</b>	<b>1. Presentations in English (Reference only)</b> <b>( by Eric j. Williams)</b> <b>2. Business Writing (teachers only)</b> <b>3. Cambridge Grammar for IELTS</b>
<b>Lesson Plan</b>	<b>Writing Business Letters</b>
<b>Assessment Plan</b>	<b>First Term - Exam (50%)</b> <b>Group Presentation (20%)</b> <b>(Assignment) Writing (10%)</b> <b>Attendance (10%)</b> <b>Quiz (10%)</b>