

ASSIGNMENT

**OUMH1303
ENGLISH FOR ORAL COMMUNICATION
MAY 2015 SEMESTER**

INSTRUCTIONS TO STUDENTS

1. Download the language version of the **assignment template** concerned from the myVLE for preparation and submission of your assignment. Your assignment should be typed using 12 point Times New Roman font and 1.5 line spacing.
2. **Do not** copy the assignment question and instructions to your answer. Only assignment answer developed within the approximate word limit will be assessed. The number of words should be shown at the end of your assignment.
3. You must submit your assignment **TO YOUR FACE-TO-FACE TUTOR**. You are advised to keep a copy of your submitted assignment for personal reference.
4. Your assignment should be prepared individually. You should not copy another person's assignment. You should also not plagiarise another person's work as your own.
5. Please take note that **PENALTY** will be imposed on late submission of assignment as specified in the Registrar's Office circular 6/2012 (Refer to Registrar's Announcement in myVLE).

EVALUATION

This assignment accounts for **30%** of the total marks for the course and shall be assessed based on **the Rubrics or Answer Scheme** attached.

You would be given feedback on the assignment before the Final Semester Examination commences.

PLAGIARISM: MARKS DEDUCTION

Warning: The submitted assignment will automatically undergo a similarity check. If plagiarism is detected, marks would be deducted as follows:

No.	Similarity Percentage	Marks Deduction
1.	0 – 30	0
2.	30.01 – 50	5
3.	50.01 – 70	10
4.	70.01 - 100	100

ASSIGNMENT QUESTION

PURPOSE

This assignment is divided into two categories;

- (a) a written assignment; and
- (b) an oral presentation.

The purpose of this assignment is to develop learners' writing ability and apply specific skills that are required in an oral presentation.

QUESTION

A. WRITTEN ASSIGNMENT (20 Marks)

As Alumni to your primary school, you are to give a talk titled, "Why breakfast is the most important meal of the day?" during the school Entrepreneurship Day.

In your speech, give specific details to explain the facts and your views. Use your personal observations, experience, and knowledge. Your speech (content and expressions) must be appropriate to the audience between the ages of 7-12years old.

Write your speech between 2500-3000 words. Each point should be elaborated with significant examples.

B. ORAL PRESENTATION (10 Marks)

1. You need to prepare 8 -10 MS PowerPoint slides based on the content of your paper (written assignment) for a 10 minute talk (oral presentation).
2. Use phrases rather than whole sentences to write the text of your slides. Use numbered/bulleted lists to organize and present main/supporting ideas on a given slide.
3. Make your slides visually interesting by using suitable colors for the background and embedded symbols and pictures as appropriate.
4. You can prepare a presentation slides using the guidelines below:

Slide 0	Title
Slide 1	Introduction
Slide 2	Introduction
Slide 3	Content 1, 2+ examples
Slide 4	Content 3, 4+ examples
Slide 5	Content 5, 6+ examples
Slide 6	Content 7, 8+ examples
Slide 7	Conclusion
Slide 8	Conclusion

[Total: 30 marks]

1. WRITTEN PAPER (20 marks):

Assessment Criteria (Marks Allotment)	Descriptors	Marks
<p style="text-align: center;">CONTENT & ORGANISATION</p> <p style="text-align: center;">(12 marks)</p>	<p>Very Good to Excellent: Substantive and knowledgeable development of assigned topic; ideas are relevant to the topic; ideas appropriately and interestingly selected; ideas logically and coherently stated; supported and sequenced; overall cohesiveness achieved.</p>	9-12
	<p>Average to Good: Some knowledge of assigned topic; adequate range of ideas; ideas are mostly relevant to the topic but lack details; loosely organized but main ideas stand out; limited support; logical but incomplete sequencing.</p>	5-8
	<p>Poor to Fair: Limited knowledge of the assigned topic; ideas are of little substance and inadequate; ideas are somewhat confused or disconnected; lacks logical sequencing and development.</p>	0-4
<p style="text-align: center;">LANGUAGE</p> <p style="text-align: center;">(8 marks)</p>	<p>Very Good to Excellent: Very effective use of complex sentence structure; sophisticated and effective range of vocabulary; appropriate register; few grammatical errors.</p>	7-8
	<p>Average to Good: Effective simple sentences; adequate range of vocabulary; several grammatical errors but meaning not obscured.</p>	4-6
	<p>Poor to Fair: Major problems in the use of simple sentences; limited and repetitive choice of vocabulary; frequent grammatical errors causing unclear meaning.</p>	0-3
	Total Marks	20

2. ORAL PRESENTATION (10 marks):

Component	Descriptors	Scores
Effective Presenter	Excellent presenter who presents ideas coherently and clearly; uses appropriate voice volume and intonation; uses suitable linguistic expressions; communication is not at all affected by minor errors; natural and no reading of prepared slides.	9-10
Good Presenter	Satisfactory presenter who is able to present ideas coherently and clearly most of the time, uses acceptable voice volume and intonation; uses some suitable linguistic expressions; communication generally not affected by errors; some reading from prepared slides but not too obvious.	7-8
Fair Presenter	Less than satisfactory presenter; some ideas are lost or confused, uses inappropriate voice volume (too soft) or intonation; uses poor linguistic expressions; communication sometimes affected by major errors; some reading from prepared slides.	5-6
Poor Presenter	Poor presenter with little or no communication taking place; shows inability to perform tasks; cannot respond to the audience; incoherent and poor use of language features; total reading from prepared slides.	0-4
	Total Marks	10

TOTAL= 30 marks