

S7 Professor: Prof. dr. Asllan Hamiti		
No.	Course:	Public speaking and communication skills
1	Study program:	Albanian Language and Literature
2	Academic year:	4 year, 7 semester
3	Compulsive/elective:	Elective
4	Duration and proportion:	15 weeks, 2+1
5	ECTS Credits:	4
6	The course description and objective:	<p>Public speaking. Historical perspective on rhetoric. Ethics and public speaking. Tips for public speaking and ethical listening. How to give your first public speaking? Preparation of the speech. The speaker, the message, the channel, the listener.</p> <p>Choosing a subject and a purpose. Analyzing the audience. Collecting materials. Supporting your ideas. Drafting of speech. Organizing of the main part (the body) of speech. Beginning and end of speech. Giving the speech. Using visual aids. Methods of persuasion. Types of speeches: Informative, Persuasive, and Special Occasion. Oral report, symposium, Panel discussion.</p> <p>Communication skills. Language and style of lecturing. Speaking with meaning. The selection of vocabulary and syntax of sentences. A correct pronunciation of sounds. Diction. Speech rhythm. Word stress, phrases stress, and sentence stress. Logical emphasis. Intonation.</p> <p>Throughout history, mankind has used public speaking as a means of communication to make their idea public, to share those ideas with others, and to influence them. This module talks about the importance of speaking in public and factors, which affect the preparation and giving of a good speech or presentation to the public will be analyzed.</p> <p>In order to have such an efficient communication, elements that are involved in such an interaction must be known well. Analysis of listeners (audience), the preparatory work, the selection of the topic, drafting of speech or presentation in a structured way, conquering stage anxiety and the art of persuasion are some of the issues that will be addressed in this module.</p>
	Expected results:	<p>Upon completion of this course, students will be able to:</p> <ul style="list-style-type: none"> <li>• appreciate the importance of public speaking in terms of their personal, professional and social life;</li> <li>• become speaker and ethical listener of various messages;</li> <li>• use key elements to give a logical and effective message;</li> <li>• recognize and use different types of speeches or presentations</li> </ul>

		<p>(Informative, Persuasive, and Special Occasion);</p> <ul style="list-style-type: none"> <li>• deliver speeches or presentations (individual and in groups), which are in accordance with the purpose, situation and the audience.</li> </ul>
7	Teaching methodology:	Lectures, seminars, mid-term test, presentations, end-term test
8	Evaluation methods and criteria:	<p>Assessment:  01- 49 = 5, 50-60 = 6, 61-70 = 7, 71-80 = 8, 81-90 = 9, 91-100 = 10</p>
9	Literature:	<ol style="list-style-type: none"> <li>1. <i>Arti i të folurit publik</i> (përmbledhje), Universiteti i Prizrenit "Ukshin Hoti", Fakulteti Ekonomik, Prizren, 2012.</li> <li>2. Stephen E. Lucas, <i>Arti i të folurit në publik</i> (përktheu nga anglishtja Enzo Shijaku), Tiranë, 2011.</li> </ol> <p>Additional literature:</p> <ol style="list-style-type: none"> <li>3. Xhevat Lloshit, <i>Stilistika dhe pragmatika</i>, Toena, Tiranë, 1999.</li> <li>4. Asllan Hamiti, <i>Fonetika dhe fonologjia e gjuhës standarde shqipe</i>, Shkup, 2005, 2011.</li> </ol>