

PACING SCHEDULE FOR PREP YEAR TEACHERS AND STUDENTS: COMMUNICATION SKILLS 003 SEMESTER 342

WEEK	DATE	TOPICS	ASSIGNMENTS & JOURNAL	ASSESSMENT
1.	26 - 30 January	Introduction to Communication Skills 1 Greetings and Introductions	Drafts: Who am I?	
2.	3-6 February	Getting to know you around the Campus		
3.	9-11 February	Introduction to Public Speaking and Oral Presentations	Journal Entry 1	
		Presentation I : ALL ABOUT ME		Presentation I 20%
4.	16-20 February	Travel	Journal entry 2	
5.	23-27 February	Group Presentations Travel/Tourism	Journal entry 3	
6.	2-6 March	Delivering Effective Oral Presentations Body Language	Journal entry 4	
7.	9-13 March	Oral Presentation Reflection Useful Group Discussions	SUBMIT Journal	
		Presentation 2: Around the World: Travel (Group Presentations-Travel/Tourism)		Presentation 2 20%
8.	16-20 March	Technology – Past, Present and Future	Journal entry 5	
9.	30 March - 3 April	Community	Journal entry 6	
10.	6-10 April	Presentation 3 : Technology		Presentation 3 20%
11.	13-15 April	Conversation Skills: Introducing Fashion	Journal entry 7	
12.	21-24 April	Fashion Sense/Descriptions of garments	Journal entry 8 and 9	
13.	27 April – 1 May	Fashion Sense/Fashion with a purpose	Journal entry 10	
14.	4-8 May	Presentation 4 : Fashion through the Ages Journal submission		Presentation 4 20% Journal 10%
14.	11-15 May	Feedback on course Second opportunity to do Presentations by choice		Final grade