**GAU, School of Aviation, Civil Aviation and Cabin Services**

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| **Course Unit Title** | | | | Effective Speaking and Dictation | | | | |
| **Course Unit Code** | | | | CACS203 | | | | |
| **Type of Course Unit** | | | | Compulsory, Civil Aviation and Cabin Services Students | | | | |
| **Level of Course Unit** | | | | 2rd Year | | | | |
| **National Credits** | | | | 3 | | | | |
| **Number of ECTS Credits Allocated** | | | | 0 ECTS | | | | |
| **Theoretical (hour/week)** | | | | 3 | | | | |
| **Practice (hour/week)** | | | | - | | | | |
| **Laboratory (hour/week)** | | | | - | | | | |
| **Year of Study** | | | | 2 | | | | |
| **Semester when the course unit is delivered** | | | | 3 | | | | |
| **Course Coordinator** | | | |  | | | | |
| **Name of Lecturer (s)** | | | |  | | | | |
| **Name of Assistant (s)** | | | |  | | | | |
| **Mode of Delivery** | | | | Face to Face and E-learning activities | | | | |
| **Language of Instruction** | | | | English | | | | |
| **Prerequisities and co-requisities** | | | | - | | | | |
| **Recommended Optional Programme Components** | | | | Basic background of Aviation English | | | | |
| **Objectives of the Course:** | | | | | | | | |
| * Teaching the basic skills for effective speaking | | | | | | | | |
| **Course Description** | | | | | | | |  |
| The aim of this course is to help students develop an applicable understanding of effective speaking and dictation issues, and their relevance in aviation safety. | | | | | | | | |
| **Course Contents** | | | | | | | | |
| Week |  | | | | | | | Exam**s** |
| 1 | Announcement for expediting passenger seating, mobile phones-hand baggage, smoking announcement, use of electronic devices on flight mode | | | | | | |  |
| 2 | Emergency exit briefing, announcement for forbidden electronic devices, welcome announcement, flight information announcement | | | | | | |  |
| 3 | Passenger briefing prior to take-off | | | | | | |  |
| 4 | After take-off reminder, turbulence, descending | | | | | | |  |
| 5 | Announcement for cleaning up the cabin after descending, reminder for placing hand baggage after descending, landing | | | | | | | Quiz #1 |
| 6 | Farewell announcement, deboaring of passengers who need assistance, warning announcement, forgotten belongings | | | | | | |  |
| 7 | Tutorial and Revision Class | | | | | | |  |
| 8 | Midterm Exam | | | | | | | Midterm |
| 9 | Transit-incoming from domestic and international announcements | | | | | | |  |
| 10 | Connecting gate announcement | | | | | | |  |
| 11 | Announcements for transit passengers | | | | | | |  |
| 12 | Waiting period, announcement for baggage reconciliation | | | | | | | Quiz #2 |
| 13 | Emergency announcements | | | | | | |  |
| 14 | Exercise and Tutorial Class | | | | | | |  |
| 15 | Final Exam | | | | | | | Final |
| **Recommended Sources** | | | | | | | | |
| **Textbook:**  **Supplementary Material(s):** | | | | | | | | |
| **Assessment** | | | | | | | | |
| Attendance | | 5% |  | | | | | |
| Assignments | | 10% |  | | | | | |
| Project-Seminar | | 10% |  | | | | | |
| Midterm Exam | | 30% | Written | | | | | |
| Quizzes | | 5% |  | | | | | |
| Final Exam | | 50% | Written | | | | | |
| Total | | 100% |  | | | | | |
| **ECTS Allocated Based on the Student Workload** | | | | | | | | |
| Activities | | | | | Number | Duration (hour) | Total Workload(hour) | |
| Hours per week (Theoretical) | | | | | 15 | 3 | 45 | |
| Presenting of observations and tutorials as report | | | | | 5 | 5 | 25 | |
| Preparation of the homeworks | | | | | 5 | 5 | 25 | |
| Quizzes | | | | | 2 | 11 | 22 | |
| Supervision | | | | | 1 | 17 | 17 | |
| Final Exam | | | | | 1 | 22 | 22 | |
| Total Workload | | | | | | | 156 | |
| Total Workload/30 (h) | | | | | | | 5.2 | |
| ECTS Credit of the Course | | | | | | | 5 | |