**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** | | | | 5 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 | | | | |
| **Language of Instruction** | | | | English | | | | |
| **Prerequisites and co-requisites** | | | | - | | | | |
| **Recommended Optional Programme Components** | | | | Basic background of Aviation English | | | | |
| **Objectives of the Course:** | | | | | | | | |
| * Teaching the basic skills for effective speaking and dictation | | | | | | | | |
| **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 | Diction | | | | | | |  |
| 2 | Speak fluently and appropriately | | | | | | |  |
| 3 | Speak fluently and appropriately | | | | | | |  |
| 4 | Pronounce words correctly. | | | | | | |  |
| 5 | Pronounce words correctly. | | | | | | |  |
| 6 | Express their selves effectively. | | | | | | |  |
| 7 | Interviewing Candidates | | | | | | |  |
| 8 | Midterm Exam | | | | | | | Midterm |
| 9 | Express their selves effectively. | | | | | | |  |
| 10 | Pronounce words correctly, Announce technics | | | | | | |  |
| 11 | Speak in public, Announce technics | | | | | | |  |
| 12 | Use the body language effectively, Announce technics | | | | | | |  |
| 13 | Control their voice effectively, Announce technics | | | | | | |  |
| 14 | Interviewing Candidates | | | | | | |  |
| 15 | Final Exam | | | | | | | Final |
| **Recommended Sources** | | | | | | | | |
| **Textbook:**  **Supplementary Material(s):** | | | | | | | | |
| **Assessment** | | | | | | | | |
| Attendance | | 5% |  | | | | | |
| Assignments | | 0% |  | | | | | |
| Project-Seminar | | 0% |  | | | | | |
| Midterm Exam | | 45% | Written | | | | | |
| Quizzes | | 0% |  | | | | | |
| 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 homework | | | | | 5 | 5 | 25 | |
| Mid Term | | | | | 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 | |