**Presentation Skills & Teaching and Learning**

### Presentation Skills

- Communications Skills Workshop  
- Presentation Skills Workshop  
- Power of Voice  
- Features of Spoken English I: International Phonetic Alphabet  
- Features of Spoken English II: Improving Pronunciation and Oral Delivery Skills

### Teaching and Learning

- Introduction to Teaching and Learning  
- Professional Development Course for Teaching Assistants
Presentation Skills

Communication Skills Workshop

Speaker
Dr Peter Jakubowicz
Senior College Tutor, Chung Chi College

Designed for
All postgraduate students, especially those for whom English is not a first language

Objective
- to help students to improve their communication skills when using English.

Structure
3-hour workshop

Medium of Instruction: English

Brief Description
- to increase awareness of personal communication strengths and weaknesses
- to enhance the effectiveness of our communication
- to avoid communication breakdown
- to develop listening skills
- to learn more about non-verbal communication

Remarks:
• For students who wish to apply for grants to make presentations in conferences, priority will be given to those who have attended one of these Presentation / Communication Skills Workshops.
• This is one of the four optional modules for Professional Development Course for Teaching Assistants (see p.8).
Presentation Skills Workshop

Speakers
Groups 1, 2 & 6: Ms Sarah Ng, Lecturer, English Language Teaching Unit
Groups 3, 4 & 7: Mr Allen Ho, Senior Lecturer, English Language Teaching Unit
Group 5: Ms Olive Cheung, Senior Lecturer, English Language Teaching Unit

Designed for
All postgraduate students who want to acquire or improve presentation skills.

Objective
- to introduce some essential elements of an effective presentation and let participants practise public speaking skills.

Structure
3-hour workshop

Medium of Instruction
English

Brief Description
• to discuss key elements of a successful presentation for general purposes
• to evaluate the performance of some public speakers
• to practise giving a mini-speech in groups to an audience

Remarks:
• For students who wish to apply for grants to make presentations in conferences, priority will be given to those who have attended one of these Presentation / Communication Skills Workshops.
• This is one of the four optional modules for Professional Development Course for Teaching Assistants (see p.8).
• This workshop does not allow students to walk-in.
Power of Voice

Speaker
Mr Dean Fisher
Part-time Instructor, English Language Teaching Unit

Designed for
All postgraduate students.

Objectives
- to explore some of the physiological and psychological factors involved in voice projection;
- to discuss common challenges of teaching in CUHK classrooms;
- to consider the pros and cons of microphone use, and
- to practise simple breathing and voice-projection techniques.

Structure
2-hour interactive lecture

Medium of Instruction
English

Brief Description
A clear and commanding voice is a tremendous asset to those who have to perform teaching duties. This two-hour interactive lecture will help students to fine-tune their voice as an asset in their teaching assistants’ career. Participants will be expected to engage in a range of activities.

Remark:
This is one of the four optional modules for Professional Development Course for Teaching Assistants (see p.8).
Features of Spoken English I: International Phonetic Alphabet

Speaker
Ms Olive Cheung
Senior Lecturer, English Language Teaching Unit

Designed for
All postgraduate students.

Objectives
- to enhance understanding of our vocal organs of speech
- to introduce the International Phonetic Alphabet (IPA)
- to familiarise learners with English sounds (vowels and consonants)
- to practise pronouncing easily confused sounds/words (minimal pairs)

Structure
3-hour interactive lecture

Medium of Instruction
English

Brief Description
Basic phonetic knowledge is useful for those who desire to improve their English pronunciation and speaking performance in the long run. This three-hour interactive lecture aims to enhance students’ understanding of English pronunciation and speech system with the help of diagrams and phonetic symbols. Participants will be expected to engage in a range of activities.

This lecture focuses on sound/phoneme-level of oral delivery and is suitable for those who wish to learn the International Phonetics Alphabet (IPA) for the English language. Learners who are already equipped with IPA knowledge may consider participating in Features of Spoken English II: Improving Pronunciation and Oral Delivery Skills instead.
Features of Spoken English II: Improving Pronunciation and Oral Delivery Skills

Speaker
Ms Olive Cheung
Senior Lecturer, English Language Teaching Unit

Designed for
All postgraduate students.

Prerequisite
Participants are expected to have basic knowledge of the International Phonetic Alphabet (IPA). Students without previous IPA training may consider first attending the workshop Features of Spoken English I: International Phonetic Alphabet.

Objectives
- to reinforce knowledge of the International Phonetic Alphabet (IPA)
- to introduce the basic features of spoken English—sounds, syllables and stress
- to identify and avoid common pronunciation errors among Hong Kongers
- to enhance understanding of weak forms and strong forms
- to practise chunking and focusing to enhance the impact of communication

Structure
3-hour interactive lecture

Medium of Instruction
English

Brief Description
The effectiveness of oral delivery (in the form of speeches, conversations, formal presentations, etc.) can be greatly enhanced through accurate pronunciation, clear articulation, and appropriate use of stress, weak and strong forms as well as chunking and focusing. This three-hour interactive lecture will help students refine their communication skills by introducing some of these useful oral delivery techniques. In particular, attention will be drawn to common pronunciation errors often observed among Hong Kong speakers. Participants will be expected to engage in a range of activities.
Teaching and Learning

Introduction to Teaching and Learning

Speaker
Professor Paul Lam
Associate Professor, Centre for Learning Enhancement And Research

Designed for

Postgraduate students of all disciplines who would like to learn more about the nature of teaching and learning at university level. This will enable postgraduate students to understand the strategies they can use in the role of students and teachers (particularly if they have TA duties).

Objectives

The module provides the opportunity for postgraduate students to reflect upon their learning and also teaching if they have teaching responsibilities. Students will consider various strategies to make learning and teaching effective, and apply principles to solve actual learning and teaching challenges.

Structure

2-hour workshop

Medium of Instruction

English

Brief Description

Effective learning is not merely about the acquisition of factual knowledge but is more about understanding of knowledge and the ability to apply knowledge into real situations. Learning should also be conducted in close relation to students’ expectations of their future. Students will consider the goals of university education and reflect on their own achievements in the workshop. They will also chart their own approaches to learning, and consider the sorts of teaching and learning strategies that maximize a deep approach to learning. This will provide students with the opportunity to reflect upon their own learning and teaching skills.

In the workshop, the teacher will explain and illustrate the key concepts and strategies regarding effective learning and teaching at university level, such as students’ approaches to learning, and how learning activities and assessment can be arranged for active learning. Students are required to participate in a number of in-class activities.

Remark:

This is one of the four optional modules for Professional Development Course for Teaching Assistants (see p.8).
Professional Development Course for Teaching Assistants

Research students with teaching duties are required to complete professional development programme offered by CLEAR or other comparable programmes recognised by her/his own department.

The CLEAR Professional Development Programme for TAs comprises three parts. In order to fulfil the university's requirements of professional development, TAs are required to complete Part I to Part III of the programme.

Part I (sessions organized for related disciplines; programmes may elect to register their TAs for either of the following options)
• (Option A) Becoming a student-teacher (day time sessions in August): Orientation and introduction, the roles and opportunities of a TA
• (Option B) Engaging students in tutorial (evening sessions in October): teaching and learning issues, relating to students as a TA

Part II (at least one of the below IPL courses)
• Communication Skills Workshop (see p.2)
• Presentation Skills Workshop (see p.3)
• Power of Voice (see p.4)
• Introduction to Teaching & Learning (see p.7)

Part III (assessment done by department)
• Departments assess students on their presentation and teaching skills by means of individual presentations, seminars or class observation.

Registration
Part I – TAs will be registered by their own department
Part II – Enrol in courses through the IPL registration system
Part III – Consult department for details