

## Universitas Negeri Surabaya Faculty of Languages and Arts Undergraduate Study Program in Indonesian Language and Literature Education

Document Code

Course   CODE   Course Family   Credit Weight   SEMESTER   Compilation Date																			_
Speaking Skills 8820102055 Compulsory Study Program T-2 P=0 ECTS=3.18 1 July 17, 2024  AUTHORIZATION SP Developer Course Cluster Coordinator  Sp Developer Course Cluster Coordinator  Study Program Coordinator  Study Program Coordinator  Prof. Dr. Anas Ahmadi, S.Pd., M.Pd.  Learning Medid  Program Objectives (PO)  PO-1 PLO-9 Matrix at the end of each learning stage (Sub-PO)  PO-1 PLO-PO Matrix  PPO Matrix at the end of each learning stage (Sub-PO)  PO-1 PLO-PO Matrix  PPO-1 PLO-S PO-1 PLO-S PO-1 PLO-S PO-1 PLO-S PO-1 PLO-S PO-1 PO-1 PLO-PO Matrix  PReferences Main:  Short Course Searing to be practiced in class and outside the classroom. Searing shalls in the field of Indonesian language and literature as well Description Searing to be practiced in class and outside the classroom. Searing is Description Searing to Dema. Searing to be practiced in class and outside the classroom. Searing is Description Searing to Dema. Searing to					S	SEN	ΛES	STE	ERI	LE/	ARN	IING	PL	_AN	1				
AUTHORIZATION  SP Developer  Course Cluster Coordinator  Study Program Coordinator  Prof. Dr. Anas Ahmadi, S.Pd., M.Pd.  Learning model  Program Care Studies  PLO-5  PO-1  PLO-PO Matrix at the end of each learning stage (Sub-PO)  PO-1  PO-1	Courses				CODE			Co	Course Family				Cred	Credit Weight		SEM	ESTER		
AUTHORIZATION  SP Developer  Course Cluster Coordinator  Study Program Coordinator  Prof. Dr. Ansa Ahmadi, S.Pd., M.Pd.  Learning model  Program Program Program Charming PLO Study program which is charged to the course  Program Objectives (PO)  PO-1  PLO-PO Matrix  PO PLO-1  PO-1	Speaking	g Skil	ls									T=2	P=0	ECTS=3.18		1	July 17, 2024		
Learning model    Case Studies	AUTHOR	IZAT	ION		SP Develop	er		36	<del>iujecis</del>			Cours	se Clu	uster	Coord	linator	Stud	y Prograi	n Coordinator
PLO study program which is charged to the course PLO-5 Contribute to improving the quality of life of the community, nation and state as well as progressing changes based on Pancasial Program Objectives (PO) PO-1 PLO-PO Matrix  PO PLO-5 PO-1 PLO-PO Matrix at the end of each learning stage (Sub-PO)  PO-1 PLO-PO Matrix at the end of each learning stage (Sub-PO)  PO-1 PLO-B PLO-S PO-1			-				-												
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PO -1	Outcom		PLO-5			oving t	he qu	ality o	of life o	f the c	ommu	nity, nati	on an	d stat	e as w	ell as progres	ssing c	hanges ba	sed on
PLO-PO Matrix  PO PLO-5 PO-1 PO-1 PO-1 PO-1 PO-1 PO-1 PO-1 PO-1			Program Obje	ctives	s (PO)														
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1. Tarigan, Guntur. 2005. Keterampilan Berbicara. Bandung: Angkasa. 2. Sriewijono, Alexander. 2008. Talk_inc. Point. Jakarta: Gramedia. 3. Green, Andy. 2001. Kreativitas dalam Public Relations. Jakarta: Erlangga. 4. Lamerton, Jarcey. 2001. Everything You Need to Know: Public Speaking. London: Harper Collins. 5. Sellnow, D. Dianna. 2005. Confident Public Speaking. California: Thomson Wadsworth  Supporters:  1  Supporting lecturer  Dr. Heny Subandiyah, M.Hum. Yermia Nugroho Agung Wibowo, S.Pd., M.Pd.  Final abilities of each learning stage (Sub-PO)  Evaluation  Evaluation  Evaluation  Griteria & Form  Offline (offline)  Online (online)  Online (online)	Course	tion	laboratory trainir	າg and	l simulations t	o impi	ove m	nonolo	ogue a	nd dia	epts, te logue s	echnique speaking	es and g skills	d spea s in the	aking   e field	procedures the of Indonesian	nrough I langu	class me age and li	eting activities, terature as well
2. Sriewijono, Alexander. 2008. Talk_inc. Point. Jakarta: Gramedia. 3. Green, Andy. 2001. Kreativitas dalam Public Relations. Jakarta: Erlangga. 4. Lamerton, Jarcey. 2001. Everything You Need to Know: Public Speaking. London: Harper Collins. 5. Sellnow, D. Dianna. 2005. Confident Public Speaking. California: Thomson Wadsworth  Supporters:  1  Supporting lecturer  Dr. Heny Subandiyah, M.Hum. Yermia Nugroho Agung Wibowo, S.Pd., M.Pd.  Final abilities of each learning stage (Sub-PO)  Evaluation  Evaluation  Evaluation  Criteria & Form  Offline (offline)  Online (online)  Assessment Weight (%)	Reference	ces	Main :																
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Supporting lecturer  Dr. Heny Subandiyah, M.Hum. Yermia Nugroho Agung Wibowo, S.Pd., M.Pd.  Final abilities of each learning stage (Sub-PO)  Evaluation  Evaluation  Final abilities of each learning stage (Sub-PO)  Final abilities of each learning methods, Student Assignments, [Estimated time]  Indicator  Criteria & Form  Offline (offline)  Online (online)  Assessment Weight (%)			Supporters:																
Vermia Nugroho Águng Wibowo, S.Pd., M.Pd.   Help Learning, Learning methods, Student Assignments, [Estimated time]   Indicator   Criteria & Form   Offline (offline)   Online (online)   Learning materials [References]   Assessment   Weight (%)			1																
Week- Week- (Sub-PO)  Evaluation  Evaluation  Evaluation  Student Assignments, [Estimated time]  Indicator  Criteria & Form  Offline ( offline )  Online ( online )  Materials [References]  Assessment Weight (%)	Supporti lecturer	ing	Dr. Heny Suban Yermia Nugroho	diyah, Agun	M.Hum. ng Wibowo, S.	Pd., N	1.Pd.												
	Week-	Final abilities of each learning		lr				orm		Learning Student A: [ Estima			g methods, ssignments, lated time]			ma	aterials	Assessment Weight (%)	
(1) (2) (3) (4) (5) (6) (7) (8)	(1)		(2)										•					(7)	(8)

1	Understand the concept of speaking	Explain the difference between speaking and speaking skills	Criteria: 1.2: the explanation of the 2 differences is correct 2.1: explanation of 1 difference is correct 3.0: no correct explanation Form of Assessment: Participatory Activities	Questions and answers 2 X 50	Material: - Library: Tarigan, Guntur. 2005. Spatking Skills. Bandung: Space.	2%
2	Understand the nature, aspects, principles, benefits and functions of speaking	Explain 1. The nature of speaking 2. Aspects of speaking 3. Principles of speaking 4. Benefits and functions of speaking	Criteria: 1.2: correct definition explanation 2.1: the explanation is inaccurate 3.0: definition explanation is incorrect  Form of Assessment: Participatory Activities	Questions and answers, discussions, assignments 2 X 50	Material: - Bibliography: Green, Andy. 2001. Creativity in Public Relations. Jakarta: Erlangga.	2%
3	Able to apply speaking principles in telling stories	Able to apply speaking principles in telling personal experiences	Criteria:  1.4: apply speaking principles in telling stories correctly 2.3: applying speaking principles in telling stories incorrectly 3.2: not applying the principles of speaking in telling stories 4.0: unable to tell a story	individual performance/practice 2 X 50	Material: - References: Sellnow, D. Dianna. 2005. Confident Public Speaking. California: Thomson Wadsworth	2%
4	Able to apply speaking principles in conveying information	Able to apply speaking principles in delivering announcements and conducting interviews	Participatory Activities  Criteria:  1.4: apply speaking principles in delivering announcements and interviews appropriately 2.3: applying speaking principles in delivering announcements and interviews inappropriately 3.2: not applying speaking principles in delivering announcements and interviews in delivering announcements and interviews 4.0: unable to deliver announcements and interviews  4.0: deliver announcements and interviews  Form of Assessment: Practice / Performance	Presentation/Individual practice 2 X 50	Material: - Bibliography: Green, Andy. 2001. Creativity in Public Relations. Jakarta: Erlangga.	5%

5	Able to use objective data in telling stories	Able to tell about idol characters	Criteria:  1.4: apply speaking principles in delivering announcements and interviews appropriately 2.3: applying speaking principles in delivering announcements and interviews inappropriately 3.2: not applying speaking principles in delivering announcements and interviews 4.0: unable to deliver announcements and interviews 4.0: unable to deliver announcements and interviews  Form of Assessment: Participatory Activities, Practice/Performance	Presentation/Individual practice 2 X 50	Material: - Bibliography: Lamerton, Jarcey. 2001. Everything You Need to Know: Public Speaking. London: Harper Collins.	5%
6	Able to tell stories with props	Able to tell fairy tales/children's stories using props	Criteria:  1.4: apply the use of props in telling stories appropriately 2.3: applying the use of props in telling stories inappropriately 3.1: not using props in telling the story 4.0: cannot tell a story and does not use props  Form of Assessment: Practice / Performance	Presentation/Individual practice 2 X 50	Material: - Bibliography: Lamerton, Jarcey. 2001. Everything You Need to Know: Public Speaking. London: Harper Collins.	5%
7	Able to convey information using visual aids	Able to convey information using visual aids	Criteria:  1.4: apply the use of visual aids to convey information appropriately 2.3: applying the use of visual aids to convey information inaccurately 3.1: do not use visual aids to convey information 4.0: unable to convey information 4.0: unable to ronvey information and not using visual aids  Form of Assessment: Practice / Performance	Presentation/Individual practice 2 X 50	Material: - Bibliography: Lamerton, Jarcey. 2001. Everything You Need to Know: Public Speaking. London: Harper Collins.	5%
8	UTS	UTS	Criteria: UTS	UTS 2 X 50	Material: - Library: Tarigan, Guntur. 2005. Speaking Skills. Bandung: Space.	20%
9	Able to comment on literary works	Able to comment on literary works in the form of poetry	Form of Assessment : Participatory Activities	Individual practice (short comments) 2 X 50	Material: - Bibliography: Lamerton, Jarcey. 2001. Everything You Need to Know: Public Speaking. London: Harper Collins.	2%

10	Able to comment on literary works	Able to comment on literary works in the form of short stories/novels	Criteria:  1.4: commenting (expressing an opinion) on a literary work that is read clearly and objectively 2.3: commenting (expressing an opinion) on a literary work that is read clearly but not objectively 3.2: commenting (expressing an opinion) about a literary work that is read unclearly and not objectively 4.0: cannot comment on literary works Form of Assessment: Participatory Activities	presentation/individual practice 2 X 50	Material: - Bibliography: Green, Andy. 2001. Creativity in Public Relations. Jakarta: Erlangga.	2%
11	Able to make scientific presentations	Able to present research results on certain topics	Criteria:  1.4: present research results that are read clearly and objectively 2.3: present research results that can be read clearly but are not objective 3.2: presenting research results that are read unclearly and not objectively 4.0: unable to present research results Form of Assessment: Participatory Activities	Presentation/Individual practice 2 X 50		2%
12	Able to make scientific presentations using presentation media	Able to present research results on certain topics using presentation media	Criteria:  1.4: use media in presentations clearly and objectively 2.3: use media in presentations clearly but not objectively 3.2: using media in a presentation that is unclear and not objective 4.0: do not use media in presenting research results  Form of Assessment: Practice / Performance	Presentation/Individual practice 2 X 50	Material: - Bibliography: Green, Andy. 2001. Creativity in Public Relations. Jakarta: Erlangga. Material: - Library:	6%
13	Able to apply the principles of speaking in presenters	Able to apply the principles of speaking in presenters	Criteria:  1.4: apply emcee principles appropriately 2.3: applying the presenter's principles incorrectly 3.2: applying host principles inappropriately 4.0: cannot apply host principle Form of Assessment: Participatory Activities	individual presentation 2 X 50	Material: - References: Sellnow, D. Dianna. 2005. Confident Public Speaking. California: Thomson Wadsworth	2%

14	Able to debate	Dividing roles in the debate Carrying out the debate	Criteria:  1.4: express opinions and refute appropriately and can divide roles in debates.  2.3: express opinions and argue appropriately but cannot divide roles in the debate.  3.2: expressing opinions and arguing inappropriately and not being able to distribute roles in the debate.  4.0: unable to debate	Assignment (practice) group 2 X 50	Material: - Bibliography: Lamerton, Jarcey. 2001. Everything You Need to Know: Public Speaking. London: Harper Collins.	5%
15	Able to debate	Dividing roles in the debate Carrying out the debate	Criteria:  1.4: express opinions and refute appropriately and can divide roles in debates.  2.3: express opinions and argue appropriately but cannot divide roles in the debate.  3.2: expressing opinions and arguing inappropriately and not being able to distribute roles in the debate.  4.0: unable to debate  Form of Assessment: Practice / Performance	Assignment (practice) group 2 X 50	Material: - Bibliography: Green, Andy. 2001. Creativity in Public Relations. Jakarta: Erlangga.	5%
16	UAS	UAS	Criteria: UAS Form of Assessment : Project Results Assessment / Product Assessment		Material: - Bibliography: Lamerton, Jarcey. 2001. Everything You Need to Know: Public Speaking. London: Harper Collins.	30%

Evaluation Percentage Recap: Case Study

Eva	Evaluation Percentage Recap: Case Study							
No	Evaluation	Percentage						
1.	Participatory Activities	16.5%						
2.	Project Results Assessment / Product Assessment	30%						
3.	Practice / Performance	28.5%						
		750%						

## Notes

- Learning Outcomes of Study Program Graduates (PLO Study Program) are the abilities possessed by each Study Program
  graduate which are the internalization of attitudes, mastery of knowledge and skills according to the level of their study program
  obtained through the learning process.
- 2. The PLO imposed on courses are several learning outcomes of study program graduates (CPL-Study Program) which are used for the formation/development of a course consisting of aspects of attitude, general skills, special skills and knowledge.
- 3. Program Objectives (PO) are abilities that are specifically described from the PLO assigned to a course, and are specific to the study material or learning materials for that course.
- 4. **Subject Sub-PO (Sub-PO)** is a capability that is specifically described from the PO that can be measured or observed and is the final ability that is planned at each learning stage, and is specific to the learning material of the course.
- Indicators for assessing ability in the process and student learning outcomes are specific and measurable statements that identify
  the ability or performance of student learning outcomes accompanied by evidence.
- 6. Assessment Criteria are benchmarks used as a measure or measure of learning achievement in assessments based on predetermined indicators. Assessment criteria are guidelines for assessors so that assessments are consistent and unbiased. Criteria can be quantitative or qualitative.
- 7. Forms of assessment: test and non-test.
- 8. Forms of learning: Lecture, Response, Tutorial, Seminar or equivalent, Practicum, Studio Practice, Workshop Practice, Field Practice, Research, Community Service and/or other equivalent forms of learning.
- Learning Methods: Small Group Discussion, Role-Play & Simulation, Discovery Learning, Self-Directed Learning, Cooperative Learning, Collaborative Learning, Contextual Learning, Project Based Learning, and other equivalent methods.

- 10. Learning materials are details or descriptions of study materials which can be presented in the form of several main points and sub-
- 10. Learning materials are details of descriptions of study materials which can be presented in the form of several main points and surprises.
  11. The assessment weight is the percentage of assessment of each sub-PO achievement whose size is proportional to the level of difficulty of achieving that sub-PO, and the total is 100%.
  12. TM=Face to face, PT=Structured assignments, BM=Independent study.