**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
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| **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 |