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APPENDICES

A. APPENDIX I

1. Documentations

a. Guideline of Students' activity

Teacher	: Efrini Panjaitan, S.Pd, M.Hum
Semester	: 6 th (Sixth)
Place	:English Department of Teacher Training and Education Faculty at Panca Sakti University Bekasi

Classification	Students's Activity
Preparation and classroom management	<ul style="list-style-type: none"> ● The students prepare themselves for the English class outside of public speaking class. ● The student involves in some activities to practice their speaking skill related to the material ● The students ask the material when they do not understanding during public speaking class.
Performance of the teaching process	<ul style="list-style-type: none"> ● The students easily understand the material by some techniques in explaining the material ● The student always uses English in public speaking class.
Application of learning activity	<ul style="list-style-type: none"> ● The student makes the activity not boring and monotonous ● The student speaks in pair or in a group
Evaluation / Feedback provider	<ul style="list-style-type: none"> ● Repeating the errors or mistakes made ● Echoing like a precise way of pinpointing error ● Making statement or question for example “that’s not quite right” and so forth ● Hinting ● Giving a facial expression or gesture indicating there is something wrong with the performance,

	<ul style="list-style-type: none"> ● Reformulating the sentence
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Material	<ul style="list-style-type: none"> ● Classification ● Provide speaking practice ● Contextualized, varied, and interesting prompts and scenarios for talk to take place
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Learners	<ul style="list-style-type: none"> ● Classification ● Developing awareness about themselves as second language speakers ● Working collaboratively with his or her peers
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b. Lesson plan and the material of public speaking program

Lesson Plan	
Subject Code	Public Speaking
sks / semester	2 sks / 6 th
Advisor	Efrini Panjaitan, S.Pd, M.Hum
Head of Study Program	Dr. H.M.Arifin Tanjung, MA
<p>Learning outcomes imposed on this course: After attending lectures students have understanding and skills in communication, especially as communicators in conveying messages to communicants. In addition, students have an understanding of concepts in public speaking which include language proficiency (language mastery), say it right, spelling ability or the ability to pronounce words with the correct spelling (spell the world correctly), do not cause different perceptions from the audience, charismatic speaker, body language, confident and nervous, show case, consideration of alternative solutions, draw great conclusions, and show empathy at the end speech.</p>	

						Assessment		
Week	Expected the ability	Study material for learning material	Form and Learning Method	Time	Student Learning Experience	The Criteria	Indicator	Mark (%)
1, 2	Able to understand the general description of lectures (learning contracts) and explanations of courses.	In this subject will be described about; Understanding public speaking	Form of Studying Method: Question and Answer, Group Discussion	1 hour 40 minutes x 2	Students are able to understand the concept and understanding of media Understanding public speaking	Criteria : Rubric of grading Criteria	Student know the scope of public speaking	10
3	Able to understand about Qualities of Good Speaker	In this subject, we will describe the characteristics of being a good speaker.	Form of Studying Method Discovery Learning, Group Discussion	1 hour 40 minutes	Students are able to understand and apply the character of a good public speaker	Criteria : The Accuracy, Appropriateness of understanding	Understanding students are able to understand and apply the character of a good public speaker. learning innovation	5
4	Audience	Students know the character and background of the audience who will attend and are able to determine good and clear	Form of Studying Method: Discovery Learning, Group	1 hour 40 minutes	Listening to Lecturer explanations and collaborative learning	Criteria : The Accuracy, Appropriateness of	Understanding students know the character and background of the audience who will	5

		ideas when conveying their ideas.	Discussion			understanding	attend and be able to determine good and clear ideas when conveying their ideas	
5	Practice	Student can Practice Well	Form of Studying Method: Presentation	1 hour 40 minutes	Discussion of students and presentation	Criteria : The Accuracy, Appropriateness of understanding	Good understanding of previous learning	5
6	Speech	Students know the aspects and elements when doing speech	Form of Studying Method: Ask and Answer	1 hour 40 minutes	Students are able to understand how to think critically on the use of the internet	Criteria : The Accuracy, Appropriateness of understanding	Students can understand how to do the correct speech	5
7	Speech making process	Students know the aspects and elements when doing speech	Form of Studying Method: Question and Answer, Group Discussion	1 hour 40 minutes x 2	Students are able to understand and do the practice	Criteria : Rubric of grading Criteria	Knowing the aspects and elements when doing speech	10
8-9	PRACTICE.	Students are able to speak confidently and well	Form of Studying Method: Question and Answer,	1 hour 40 minutes	Students are able to practice/present in accordance with the speech material that has been taught	Criteria : The Accuracy, Appropriateness	Understanding and practice well implemented	5

			Group Discussion			ss of understanding		
10-12	Speaking as an MC	Students know the aspects and elements when doing MC	Method: Question and Answer, Group Discussion	1 hour 40 minutes x 3	Students are able to understand how the technic of the MC	Criteria : Rubric of grading Criteri a	Students know the aspects and elements when doing MC	15
13	Speaking on TV and Radio	Students know the aspects and elements when doing speaking on TV and radio	Method: Question and Answer, Group Discussion	1 hour 40 minutes	Students work in group	Criteria : The Accuracy, Approp riatene ss of understanding	Students know the aspects and elements when doing speaking on TV and radio	5
14-15	Practice	Do the practice in group	Method: Presentatio n	1 hour 40 minutes x 3	Students are able to understand when do the practice	Criteria : Rubric of grading Criteri a, The Accuracy, Approp riatene ss of understanding	Students are able to do MC on TV or Radio stations with confidence and well.	20
16	Final Exam							15

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	Beebe, S & Beebe, S. (2015). A Concise Public Speaking Handbook: Fourth

	Edition. USA: Pearson. EBook. 2010. Public Speaking Success in 20 Minutes a Day. New York: Learning Express
Media of Learning	Soft Media:
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	Hard Media : Notebook & LCD Projector

b. Overview of Panca Sakti University - Bekasi

1. Profile of Panca Sakti University Bekasi



Is a private university which was officially inaugurated on June, 11, 2020, marked by the signing of the decree of the minister of education and culture number: 575/M/2020 which is an amalgamation of three universities namely The Panca Teaching and Educational Sciences College (STKIP). Sakti Bekasi, The Greater Indonesia College of Economics in Jakarta and The Cikarang College of Computer and Informatics Management in Bekasi Regency which is currently developing into the Panca Sakti University Bekasi, which are organized by The Panca Sakti Bekasi Foundation.

2. English Department of Teacher Training and Education



Welcome to the Department of English Teaching College of Teacher Training and Education “Panca Sakti” at Bekasi, West Java (STKIP Panca Sakti Bekasi), a campus with warm and supportive personal leading you to achieve brighter futures.

In addition to being prospective educators, PBI students also have oral communication skills, written communication, reading comprehension, analysis, systematic thinking, and interpersonal skills.

We invite you to surf the fun, meaningful and vibrant community that makes us the home of friendly, smart, and honorable academician.

3. Students’ Activity in the classroom



B. APPENDIX II

1. Instrument of Interview

a. Question list for interview

No	Questions
1	Can you tell me how is the implementation of a public speaking program?
2	What is the purpose of a public speaking program?
3	What materials are given in a public speaking program? And what is the reason for choosing the material?
4	What problems are faced by students in public speaking program? And how do you overcome this kind of problem?

5	Do you think Public Speaking Program is a program to improve your speaking skill? Why?
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b. Transcript of Interview

Topic: Purpose of Public Speaking Program

Transcript	Questions
What is the purpose of the public speaking program?	
TOI- 01	This program is aimed to train students to be able to speak English, since this is school based on research, and most students are usually involved in some competitions, either regional, national, or international, which forces them to be able to speak English well, so the purpose of public speaking is tending to prepare students speaking ability.
TOI - 02	The purpose of public speaking is to train students to speak in front of the audiences bravely. Beside giving braveness for the students, students are expected to increase their vocabulary mastery, since the main point of language is vocabulary mastery, and how to pronounce it. Another hand public speaking is aimed to prepare students in their universities, so when students have a good English I think the way the graduate from universities will be easier, I think now some universities have implemented to use English as their final project. So I think Madrasah has prepared the best for the students.
TOI - 03	The purpose of the public speaking program is Increasing student's vocabularies, make students familiar with speaking English, the main point is the students are willing to speak English even there some ungrammatical sentence, or maybe accuracy and so forth. The matter of fluency, pronunciation is not a matter in this program since students are willing to speak English. If we don't start now that never will be started.
TOI - 04	The purpose of public speaking, first is to increase students speaking ability, second is to train students to speak in front of the audiences, and the third is to facilitate students to speak English, so the students will be used to speak English with their friends.
TOI - 05	Students are expected to talk in public bravely, so whatever their material, whether it's good or not, the main point is to train students to be brave speak in front of other people.

Topic: Stages in Public Speaking Program

Transcript	Questions
Can you tell me how is the implementation of a public speaking program?	

TOI- 01	<p>Public speaking is begun by preparing the topic before the semester begins, so it is begun by giving a topic to students, then students are expected to prepare their speech according to the topic they get, then students will be given a chance to present their speech based on the topic they've got. After they deliver their speech, then usually I give evaluation maybe for their improper vocabulary, or maybe the matter of grammar. besides that, a student who has delivered her speech is asked to give some vocabularies to their friends (audiences), so the one who got vocabularies is not only the speaker but also the audiences, after speaker gave vocabularies usually the teacher will give additional vocabularies, since sometimes there are some improper vocabularies used by the speaker (a matter of vocabularies chosen), so teacher will give correction and change with another vocabulary. So it doesn't only come from students but also the teacher. The next activity is usually I ask them to make a sentence one by one by using vocabularies they've got. I rarely asked them to make a conversation since some students who are not willing to speak up, they tend to be passive, so the passive one will be more passive, and the active one will be more active. So I didn't apply this conversation in every meeting. I've ever applied conversation in every meeting for the late semester, but it's not effective, so I change it to make a sentence and so forth.</p>
TOI - 02	<p>The implementation of public speaking is students are expected to be brave to say something based on the topic given in daily life, so there should be an improvement in the implementation of public speaking. for the stages in public speaking, first is opening, second is speaker deliver their speech based on the topic given and the last is closing. Usually, before closing, students are given some new vocabularies related to the topic. For the topic, the headmaster or head of study program will choose one of the teachers to be a coordinator and make guidelines for the topic that will be given during a semester, then the topic will be discussed by all of the teachers whether the topic is proper enough for students or not.</p>
TOI - 03	<p>For the process of public speaking I think is good, before starting the program. When the speaker is presenting her speech, the other audiences must listen and pay attention to the speaker, like counting how many sentences the speaker presents, the second is counting how many wrong sentences made by the speaker, and the third is I asked them to make 5 questions from what has been presented by the speaker. Then those questions must be present by the audiences when the speaker has finished presenting her/his speech. The questions can be answered by the speaker or the other audiences. The speaker has a responsibility to louder her voices, and make sure that the audiences listen to what she talks about. Since the audience also has an assignment, if the speaker is not loud and clear enough in presenting his/ her speech, so the audiences will remain the speaker.</p>
TOI - 04	<p>The teacher also has the right to give vocabularies, and also feedback for students after giving a presentation. The feedback can be in the correction of grammar, the content and the relation with the real life in society or real impact of their speech.</p>

TOI - 05	Students are expected to talk in public bravely, so whatever their material, whether it's good or not, the main point is to train students to be brave speak in front of other people. the teacher also should give like a conclusion, or what error they've made.
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Topic: Material in Public Speaking

Transcript	Questions
	What materials are given in the public speaking program? And what is the reason for choosing the material?
TOI- 01	The material given is based on basic competency since we haven't had our own syllabus for public speaking. then we make the material in accordance with their formal material (basic competency), or with what they learn in the class.
TOI - 02	The material is in accordance with daily life and related to the topic in their formal learning, for example in sixth semester students the topic about real life situation.
TOI - 03	in public speaking students can explore more their speaking ability like in the form of storytelling based on the place and time they want to tell, and I think students are more comfortable rather than learning in the class with monotonous activity
TOI - 04	The material is made by the students. They need the topic that relates with the real life, for example in this semester will be independence day, independence day or other celebration days, then we include such topic in the material of public speaking program. And the purpose is students have to be able to adjust themselves with society
TOI - 05	The vocabulary building is given by the speaker, so it doesn't come from the teacher. So the teacher doesn't give any vocabularies, the students will write o their note, which vocabularies that they think new since one vocabulary maybe new for one student but in other hands, it's not for the other students.

Topic The student's perception towards public speaking program

Transcript	Questions
	Do you think Public Speaking Program is a program to improve your speaking skill? Why?
TOI- 01	all of the students answered that public speaking subject is an effective way to improve their speaking skill. It means that all of the

	students agree that public speaking subject is an effective strategy to improve the students speaking skill.
TOI - 02	public speaking subject helped them to improve their confidence, so it can be concluded that all of the students agree that public speaking subject can help the students be confident in practicing speaking
TOI - 03	public speaking subject is an effective way to improve their fluency because every students who talked, we can know how to pronounce some words to pronounce by them. So it means that all of the students agree that public speaking subject can help the students fluently in practicing speaking. All the participants answered that they gained much knowledge from public speaking subject in applied during their speaking subject
TOI - 04	all of the students answered that they gained much knowledge from public speaking subject in applied during their speaking subject. It can be concluded that they gained much knowledge after joining public speaking subject in practicing speaking.
TOI - 05	public speaking supported their speaking skill because it gave many positive effects like, can make them be confident, can give them many experience in practicing speaking, can make their pronunciation improve and many more.

PERSONAL DATA

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Papers : 1. The study on the ability of the ninth year
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