

Title of the Course: <i>Communication Skills</i>	Course-No: 223	Semester: <i>3rd Semester /2nd Year - Fall</i>	
Course type: <i>Lecture & Presentation</i>	Hours-Practice/Week: 3-0	Credits	
Status: <i>Compulsory</i>	Language of Instruction: <i>English</i>	Local 3	ECTS 4
Lecturer:	<i>Assist. Prof. Dr. Salim RAZI</i>		
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Course description: Practical skills for effective communication; fundamental stages of speech preparation and delivery including adopting and developing audio and visual aids; extended presentations as an outcome of extensive reading and research. In this respect, this course aims to:

- develop an understanding of communication process,
- develop knowledge related to fundamental skills and stages of speech presentation,
- develop the ability to plan, research, and present a topic of interest, and
- develop skill in the application of all the above.

Week / Date	Discussion Topics	Readings, Tasks, and Assignments
Week 1 17-21.09.2012	Introduction to the course: Content, aims, and expectation.	-----
Week 2 24-21.09.2012	Communication and public speaking. Public speaking as communication.	The art of public speaking: Lessons 3, 4, and 5
Week 3 01-05.10.2012	Making effective presentations: Overall introduction: • Class discussion what makes a presentation effective? • www.centernetworks.com/public-speaking • http://www.slideshare.net/kewang/effective-oral-presentation	Intonation/ accent /stress: video.google.com/videoplay?docid=7365682421609020531
Week 4 08-12.10.2012	Getting started: • Intros, purpose, effective openings, signposting, chunking • Do the course book, • Classroom presentation 2 min introductions	Assignment 2: Self introduction (3 minutes) Due to Week 5 Mini tasks
Week 5 15-19.10.2012	Presenting assignment 1: Self introduction (all students)	-----
Week 6 22-26.10.2012	Informative, advocacy and persuasive speeches: Basic Techniques: • Pacing, Sound scripting, rhetorical questions, emphasis, focusing, repetition, tripling • Do the course book • Impromptu speech topics • Classroom presentations	Assignment 2: Free speech on a topic (5 minutes) Due to Week 7 & Week 8 (Including all the techniques shown) Mini tasks
Week 7 29.10-02.11.2012	Presenting assignment 2: Free speech on a topic (first group of students)	-----
Week 8 05-09.11.2012	Presenting assignment 2: Free speech on a topic (second group of students)	-----
Week 9 12-16.11.2012	Mid-Term Exam (This date may slightly change since it is conducted in accordance to departmental mid-term exam schedule)	-----

Week 10 19-23.11.2012	Guidelines for classroom presentation in relation with an ELT related research paper: • Expectations and regulations • Research topic in relation with the field of ELT	Assignment 3: Academic speech (7 minutes) Due to Week 11, 12, & 13 (Including all the techniques shown)
Week 11 26-30.11.2012	Presenting assignment 3: <i>Research topic of interest (first group of students)</i>	-----
Week 12 03-07.12.2012	Presenting assignment 3: <i>Research topic of interest (second group of students)</i>	-----
Week 13 10-14.12.2012	Presenting assignment 3: <i>Research topic of interest (third group of students)</i>	-----
Week 14 17-21.12.2012	Wrap it up: Overall assessment of the term	-----
24.12.2012- 04.01.2013	Final Exam	-----

Teaching method: Lecture, question-answer, discussion, demonstration, presentations.

Prerequisites: None.

Teaching aids: OHP, PowerPoint presentations, lecture notes, reference books, audio files, and sample presentation videos.

Assessment method:

- Portfolios (all assignments and tasks) : 10%
- First presentation : 20%
- Second presentation : 30%
- Third presentation : 40 %

Attendance policy: Students cannot learn without consistent effort throughout the semester. Attendance will be expected in all sessions. Students are required to read the related chapters before the class. Attendance will be taken and recorded in all class sessions. Please remember that if you are unable to attend more than 4 weeks, you will automatically fail.

Registration for course: Required

Registration for examination: For each presentation students will be given a particular period by the lecturer.

Remarks: This lecture is suitable for trainee teaches.

Assignment requirements:

- All assignments must be on A-4 paper.
- All assignments must have 2.5 margins on all sides and must be written with one and half spacing.
- All assignments must have your name, student number and class in the upper right hand corner.
- All assignments must be turned in on time. Late assignments will not be taken into consideration.

Main and supplementary reading:

Carter, R., Goddard, A., Reah, D., Sanger, K., & Bowring, M. (1997). *Working with texts*. London: Routledge.

Powell, M. (1996). *Presenting in English: How to give successful presentations*. London: Language Teaching Publications.

Ünalın, Ş. (2003). *Kişisel gelişim teknikleriyle sözlü anlatım*. Ankara: Nobel.

Taşar, S. (2000). *Örneklerle konuşma eğitimi*. İstanbul: Papirus.

Yalçın, A. (2002). *Türkçe öğretim yöntemleri: Yeni yaklaşımlar*. Ankara: Akçağ.