

**School of Engineering and Natural Sciences / Computer Engineering (English)**

**2023 - 2024 Academic Year**

**ACADEMIC COMMUNICATION SKILLS II**

**Syllabus**

<b>Course Description</b>					
<b>Name</b>	<b>Code</b>	<b>Semester</b>	<b>T+A Hour</b>	<b>Credit</b>	<b>ECTS</b>
ACADEMIC COMMUNICATION SKILLS II	COE1210755	Spring Semester	2+0	2	2
<b>Prerequisites Courses</b>					
<b>Recommended Elective Courses</b>					
<b>Language of Instruction</b>	English				
<b>Course Level</b>	First Cycle (Bachelor's Degree)				
<b>Course Type</b>	Required				
<b>Course Coordinator</b>	Assist.Prof. Elif HOCAOĞLU				
<b>Name of Lecturer(s)</b>	Lect. Mehmet Polat TACAR				
<b>Assistant(s)</b>					
<b>Aim</b>	The aim of this course is to develop students' verbal and non-verbal communication, effective listening and note-taking skills, and to encourage students to use these skills effectively in interpersonal, group and intra-community contexts, academic and professional settings.				
<b>Course Content</b>	This course contains; Public Speaking,Developing Presentations,Presentation strategies ,Presentation strategies ,Presentation Strategies,Presentation Strategies,Sunum Stratejileri,Poster Preparation,In-Class Presentation Practices,Presentation strategies ,Presentation Strategies,Presentation strategy,Preparing Power Point Presentation .				
<b>Course Learning Outcomes</b>			<b>Teaching Methods</b>	<b>Assessment Methods</b>	
Acquisition of important strategies for overcoming fear of public speaking			10, 13, 18, 6, 9	D, E	
Developing public speaking skills			10, 13, 18, 6, 9	D, E	
Prepares presentation content by doing research on a topic			10, 13, 18, 6, 9	D, E	
Develops presentation skills by using strategies			10, 13, 18, 6, 9	D, E	
Prepares the effective PPT Presentation and Poster			10, 13, 18, 6, 9	D, E	
<b>Teaching Methods</b>	10: Discussion Method, 13: Case Study Method, 18: Micro Teaching Technique, 6: Experiential Learning, 9: Lecture Method				
<b>Assessment Methods</b>	D: Oral Exam, E: Homework				
<b>Lecture Schedule</b>					
<b>Sequence</b>	<b>Topics</b>	<b>Preliminary Preparation</b>			
1	Public Speaking	Understanding Speech Planning & Preparation Overcoming the fear Myths and Realities of Public Speaking			
2	Developing Presentations	Planning and Preparation *Information Gathering *Outlining Graphic and Picture Usage Presentation Structure / Style			
4	Presentation strategies	EYE CONTACT , Catch the Audience's Attention by telling Story			
5	Presentation strategies	Create Rapport with the Audience Throughout a Presentation , Signal a Transition Between Speakers			
6	Presentation Strategies				
7	Presentation Strategies				
8	Sunum Stratejileri	Conclude Your Presentation by Summarizing the Main Points, Open the floor to questions			
9	Poster Preparation				
10	In-Class Presentation Practices				
11	Presentation strategies	Refer to a Chart or a Graph, Use Hand Gestures to Clarify Words and Ideas			
12	Presentation Strategies	Refer to a Chart or a Graph, Use Hand Gestures to Clarify Words and Ideas			
13	Presentation strategy	Use Visuals That Combine Words and Pictures, Pace Your Speech			
14	Preparing Power Point Presentation				
<b>Evaluation Methods</b>		<b>Weight(%)</b>			
Midterm Exam		30			
General Exam		70			

<b>Resources</b>
Qskills for Success Listening and Speaking 3, Lecture Ready 3, Communication for Business Success (Canadian Edition)