

Course Description					
Name	Code	Semester	T+A Hour	Credit	ECTS
COMMUNICATION and PRESENTATION TECHNIQUES	YMI2272610	Spring Semester	3+0	3	5
Prerequisites Courses					
Recommended Elective Courses					
Language of Instruction	Turkish				
Course Level	First Cycle (Bachelor's Degree)				
Course Type	Elective				
Course Coordinator	Assist.Prof. Şifa ELCİL				
Name of Lecturer(s)	Assist.Prof. Şifa ELCİL				
Assistant(s)					
Aim	To teach students how to make effective presentations practically. To explain the main and side elements that make up the presentation; to develop students' presentation skills and to enable them to discover various methods in which they can express themselves in the best way, no matter what environment they are in.				
Course Content	This course contains; Introduction to presentation techniques, Planning a presentation: The purpose and the goals of the presentation, Planning a presentation: Tools and space arrangements, Preparing a presentation: Gathering, organizing and translating information into text. Making a plan. Determining the visual aiding tools to be used. Converting written presentation text to speech. Practicing the presentation. ,Preparing a presentation: Things that are needed to be known in order to prepare a presentation using PowerPoint, Preparing a presentation: Things that are needed to be known in order to prepare a presentation using PowerPoint, Presenting the presentation. Communication elements of the presentation-1: Introducing ourselves. Verbal and nonverbal communication. Body language, Presenting the presentation. Communication elements of the presentation-1: Introducing ourselves. Verbal and nonverbal communication. Body language, Presenting the presentation. Communication elements of the presentation-2: Getting to know the audience. Listening, asking questions, answering questions, summarizing, feedback, evaluation, Presentation evaluation criteria, Interview Simulation. Guests will be interviewed one-on-one and face-to-face in groups, Interview Simulation. Guests will be interviewed one-on-one and face-to-face in groups, Interview Simulation. Guests will be interviewed one-on-one and face-to-face in groups.				
Course Learning Outcomes			Teaching Methods	Assessment Methods	
Defines the basic elements needed to make a presentation.			10, 6, 9	E	
Interprets the possibilities of the tools used in the presentation activity.			16, 9	D	
Recognizes and uses tools such as powerpoint, storyboard, photoboard.			9	A	
Expresses himself creatively and innovatively.			10, 16, 9	D	
Defines and applies all stages of presentation.			10, 16	F	
Makes presentations using effective presentation and persuasion techniques.			14, 9	A, H	
Teaching Methods	10: Discussion Method, 14: Self Study Method, 16: Question - Answer Technique, 6: Experiential Learning, 9: Lecture Method				
Assessment Methods	A: Traditional Written Exam, D: Oral Exam, E: Homework, F: Project Task, H: Performance Task				
Lecture Schedule					
Sequenc e	Topics	Preliminary Preparation			
1	Introduction to presentation techniques.	Reading the relevant lecture note/document			
2	Planning a presentation: The purpose and the goals of the presentation.	Reading the relevant lecture note/document			
3	Planning a presentation: Tools and space arrangements.	Reading the relevant lecture note/document			
4	Preparing a presentation: Gathering, organizing and translating information into text. Making a plan. Determining the visual aiding tools to be used. Converting written presentation text to speech. Practicing the presentation.	Reading the relevant lecture note/document			
5	Preparing a presentation: Things that are needed to be known in order to prepare a presentation using PowerPoint.	Reading the relevant lecture note/document			
6	Preparing a presentation: Things that are needed to be known in order to prepare a presentation using PowerPoint.	Reading the relevant lecture note/document			
7	Presenting the presentation. Communication elements of the presentation-1: Introducing ourselves. Verbal and nonverbal communication. Body language	Reading the relevant lecture note/document			
8	Presenting the presentation. Communication elements of the presentation-1: Introducing ourselves. Verbal and nonverbal communication. Body language.	Reading the relevant lecture note/document			
9	Presenting the presentation. Communication elements of the presentation-2: Getting to know the audience. Listening, asking questions, answering questions, summarizing, feedback, evaluation.	Reading the relevant lecture note/document			
10	Presentation evaluation criteria	Reading the relevant lecture note/document			
11	Interview Simulation. Guests will be interviewed one-on-one and face-to-face in groups.	Reading the lecture note on the criteria for a successful presentation			
12	Interview Simulation. Guests will be interviewed one-on-one and face-to-face in groups.	Reading the lecture note on the criteria for a successful presentation			
13	Interview Simulation. Guests will be interviewed one-on-one and face-to-face in groups.	Reading the lecture note on the criteria for a successful presentation			
14	Interview Simulation. Guests will be interviewed one-on-one and face-to-face in groups.	Reading the lecture note on the criteria for a successful presentation			
Evaluation Methods		Weight(%)			
Midterm Exam		40			
General Exam		60			

Resources

D. Gürüz, A. Temel Eğinli, Etkili Sunum Teknikleri, Detay Yayıncılık, 2010.