

School of Engineering and Natural Sciences / Industrial Engineering (English)

2022 - 2023 Academic Year

ACADEMIC COMMUNICATION SKILLS II

Syllabus

Course Description					
Name	Code	Semester	T+A Hour	Credit	ECTS
ACADEMIC COMMUNICATION SKILLS II	IND1210755	Spring Semester	2+0	2	2
Prerequisites Courses					
Recommended Elective Courses					
Language of Instruction	English				
Course Level	First Cycle (Bachelor's Degree)				
Course Type	Required				
Course Coordinator	Assist.Prof. Elif HOCAOĞLU				
Name of Lecturer(s)					
Assistant(s)					
Aim	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.				
Course Content	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 .				
Course Learning Outcomes		Teaching Methods	Assessment Methods		
Acquisition of important strategies for overcoming fear of public speaking		1, 11, 12, 3, 4	B, C		
Developing public speaking skills		1, 11, 12, 3, 4	B, C		
Conducting research on a topic and preparing the presentation content		1, 11, 12, 3, 4	B, C		
Developing presentation skills by using strategies		1, 11, 12, 3, 4	B, C		
Effective PPT Presentation and Poster preparation		1, 11, 12, 3, 4	B, C		
Teaching Methods	1: Lecture, 11: Seminar, 12: Case study, 3: Discussion, 4: Exercise, Practice				
Assessment Methods	B: Oral Exam, C: Homework				
Lecture Schedule					
Sequence	Topics	Preliminary Preparation			
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				
Evaluation Methods		Weight(%)			
Midterm Exam		30			
General Exam		70			

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