

Vocational School / Medical Documentation and Secretariat
2023 - 2024 Academic Year
PRESENTATION TECHNIQUES
Syllabus

Course Description					
Name	Code	Semester	T+A Hour	Credit	ECTS
PRESENTATION TECHNIQUES	TDS1228700	Spring Semester	2+0	2	4
Prerequisites Courses					
Recommended Elective Courses	COMMUNICATION				
Language of Instruction	Turkish				
Course Level	Short Cycle (Associate's Degree)				
Course Type	Required				
Course Coordinator	Lect. Banu ZORLUTUNA				
Name of Lecturer(s)	Lect. Emine AKBAŞ DEMİRKAN				
Assistant(s)	NONE				
Aim	With this course students; preparation and presentation of their projects are aimed to gain the ability to present to the audience.				
Course Content	This course contains; Essentially making effective presentations.,What is visual communication?,Examination of the methods of presentation.,Use body language during the presentation.,Rhetoric.,Resume writing.,What is portfolio? Portfolio design principles.,Portfolio Design,Examining the digital portfolio in terms of personal presentation.,The use of video in digital portfolio.,The multimedia features of the digital portfolio.,Student presentations I,Student presentations II,Student presentations III.				
Course Learning Outcomes			Teaching Methods	Assessment Methods	
Explains how to make effective presentations			10, 9	E, H	
Effective presentation of business life and understand the significance of the impact.			10, 9	E, H	
Uses the graphical elements effectively.			10, 9	E, H	
Expresses the importance and impact of effective presentations in business life.			10, 9	E	
Teaching Methods	10: Discussion Method, 9: Lecture Method				
Assessment Methods	E: Homework, H: Performance Task				
Lecture Schedule					
Sequence	Topics	Preliminary Preparation			
1	Essentially making effective presentations.	Reading Lecture Notes			
2	What is visual communication?	Reading Lecture Notes			
3	Examination of the methods of presentation.	Reading Lecture Notes			
4	Use body language during the presentation.	Reading Lecture Notes			
5	Rhetoric.	Reading Lecture Notes			
6	Resume writing.	Reading Lecture Notes			
7	What is portfolio? Portfolio design principles.	Reading Lecture Notes			
8	Portfolio Design	Reading Lecture Notes			
9	Examining the digital portfolio in terms of personal presentation.	Reading Lecture Notes			
10	The use of video in digital portfolio.	Reading Lecture Notes			
11	The multimedia features of the digital portfolio.	Reading Lecture Notes			
12	Student presentations I	Reading Lecture Notes			
13	Student presentations II	Reading Lecture Notes			
14	Student presentations III	Reading Lecture Notes			
Evaluation Methods		Weight(%)			
Midterm Exam		40			
General Exam		60			

Resources
Lecture Notes, power point presentations, web pages about the lecture, İletişime Giriş- Prof.Dr.Aysel Aziz, Söz Söyleme Sanatı- Nüzhet Şenbay, Başarılı Sunum- John Collins, İkn Teknikleri-Roger Fisher, Daniel Saphiro, Mülakatla Seçme- David Walker.İnsan İlişkileri İletişim, Nilüfer Voltan Acar.