

Vocational School / Medical Documentation and Secretariat

2022 - 2023 Academic Year

PRESENTATION TECHNIQUES

Syllabus

Course Description					
Name	Code	Semester	T+A Hour	Credit	ECTS
PRESENTATION TECHNIQUES	TDS1228700	Spring Semester	2+0	2	4
<b>Prerequisites Courses</b>					
<b>Recommended Elective Courses</b>	COMMUNICATION				
<b>Language of Instruction</b>	Turkish				
<b>Course Level</b>	Short Cycle (Associate's Degree)				
<b>Course Type</b>	Required				
<b>Course Coordinator</b>	Lect. Banu ZORLUTUNA				
<b>Name of Lecturer(s)</b>	Lect. Emine AKBAŞ DEMİRKAN				
<b>Assistant(s)</b>					
<b>Aim</b>	With this course students; preparation and presentation of their projects are aimed to gain the ability to present to the audience.				
<b>Course Content</b>	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,Student presentations,Student presentations.				
<b>Course Learning Outcomes</b>			<b>Teaching Methods</b>	<b>Assessment Methods</b>	
Cultivated make the presentation.			1, 3	C, F	
Effective presentation of business life and understand the significance of the impact.			1, 3	C, F	
You can use the graphical elements.			1, 3	C, F	
Prepare presentations using a variety of techniques, to improve their ability to appeal, excitement control, the ability to make effective presentations by learning to recognize their body language and get experience.			1, 3	C	
<b>Teaching Methods</b>	1: Lecture, 3: Discussion				
<b>Assessment Methods</b>	C: Homework, F: Performance task				
<b>Lecture Schedule</b>					
<b>Sequence</b>	<b>Topics</b>	<b>Preliminary Preparation</b>			
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	Reading Lecture Notes			
13	Student presentations	Reading Lecture Notes			
14	Student presentations	Reading Lecture Notes			
<b>Evaluation Methods</b>		<b>Weight(%)</b>			
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, İkna Teknikleri-Roger Fisher, Daniel Saphiro, Mülakatla Seçme- David Walker.İnsan İlişkileri İletişim, Nilüfer Voltan Acar.