

**School of Engineering and Natural Sciences / Industrial 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   | IND1210755   | 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>   |
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| Qskills for Success Listening and Speaking 3, Lecture Ready 3, Communication for Business Success (Canadian Edition) |