

COURSE INFORMATION								
Course Name	Course Type	Code	Year	Semester	Weekly T+P+L Hour	Credit	ECTS	
Speech and Communication Skills	Departmental Elective	ELIT 236	2nd Year	4th Semester	3+0+0	3	5	

Department	English Language and Literature
Course Level	Undergraduate
Course Language	English
Course Type	Elective
Teaching System	Formal Education
Prerequisite(s)	None
Other Issues for Course	None
Course Coordinator	Department Members
Instructor(s)	Department Members
Internship	None
Learning and Teaching Strategies	Lecture Discussion Team/Group Work Preparing and/or Presenting Reports
Course Objective	The aim of this course is to enable the student to speak with grammatical correctness, acceptable pronunciation and at a reasonable speed. Guidance will be provided to the student in informal conversations, class discussions, oral reports and formal speech forms. In order to develop their communication skills, the student will develop rhetorical skills and gain fluency in English.
Learning Outcomes	The student, <ul style="list-style-type: none"> 1. differentiates between written and oral composition, 2. recognises the importance of correct grammar, pronunciation, phonation, stress, articulation and intonation and applies these to their speech, 3. recognises the importance of body language in oral communication and identifies, formulates, and applies the essentials of public speech, 4. recognises the relationship between the speaker and the audience, 5. formulates strategies to overcome stage fright, 6. recognises and categorises the types of speech and recognises the essentials while choosing and formulating a topic, 7. appraises strategies for preparing a good and effective presentation and organises the use of audio-visual aids while preparing a presentation,

	8. develops communication skills and assesses how to design and delivers fluent persuasive and informative speeches with grammatical correctness, acceptable pronunciation and reasonable speed.
Course Content	In this course, the differences between written and oral composition are studied. Oral practice, grammar, vocabulary, pronunciation, phonation, stress, diction, articulation, intonation, the importance of body language, the essentials of public speech, the relationship between the speaker and the audience, stage fright and how to overcome stage fright, types of speech (such as persuasive, informative) are explained. The essentials of choosing and formulating a topic, strategies for preparing a good and effective presentation are explained and discussed. The importance of intellectual background while preparing a presentation; using the library and the internet, audio-visual material, observation, planning are introduced and studied.

Course Contents Weekly

1-	Basic Elements of Speech
2-	Drills on Elements of Speech
3-	Impromptu Speech
4-	How to Prepare a Speech
5-	Audience Analysis, Occasion Analysis
6-	How to Speech
7-	How to Speech
8-	Mid-Term Exam
9-	Informative Speech
10-	Informative Speech
11-	Persuasive Speech
12-	Persuasive Speech
13-	Persuasive Speech
14-	Overall Evaluation
15-	Final Exam
16-	

COURSE OUTLINE WEEKLY

Week	Topics	Preliminary Work
1	Basic elements of speech: voice (articulation, pronunciation stress, intonation), language (qualities of oral language) and effective use of body language	None
2	Drills on aspects of elements of speech	Studying this week's topics in relevant sources by starting from one week before

3	Impromptu speech	Studying this week's topics in relevant sources by starting from one week before
4	How to prepare a speech	Studying this week's topics in relevant sources by starting from one week before
5	Audience analysis, occasion analysis, selecting a subject, determining the purpose, selecting and gathering support material, organising the speech, entitling the speech, preparing an outline and speech cards. Identifying kinds of speech.	Studying this week's topics in relevant sources by starting from one week before
6	How to speech, speech evaluation	Studying this week's topics in relevant sources by starting from one week before
7	How to speech, speech evaluation	Studying this week's topics in relevant sources by starting from one week before
8	Mid-Term Exam	Preparation for exam
9	Informative speech, speech evaluation	Studying this week's topics in relevant sources by starting from one week before
10	Informative speech, speech evaluation	Studying this week's topics in relevant sources by starting from one week before
11	Persuasive speech, speech evaluation	Studying this week's topics in relevant sources by starting from one week before
12	Persuasive speech, speech evaluation	Studying this week's topics in relevant sources by starting from one week before
13	Persuasive speech, speech evaluation	Studying this week's topics in relevant sources by starting from one week before
14	Overall evaluation	Preparation for exam
15	Final Exam	Preparation for exam
16		

REFERENCES

Course Materials	Leon Fletcher. <i>How to Design and Deliver a Speech</i> . Clella Jaffe. <i>Public Speaking: A Cultural Perspective</i> .
Suggested Materials	Stephen E. Lucas. <i>The Art of Public Speaking</i> . Michael Osborn. <i>Public Speaking</i> .
Other Materials	Other relevant books and/or articles.

MATERIAL SHARING

Documents	Course notes
Assignments	Feedback
Exams	Exam questions

ASSESSMENT METHODS		
COURSE ACTIVITIES	NUMBER	PERCENTAGE
Mid-term exam	1	20
Assignment	0	0
Quiz	0	0
Project	0	0
Presentation	0	0
In-class Contribution	0	0
Application / practice	3	40
Laboratory	0	0
Final exam	1	40
Total	5	100

MATRIX OF THE COURSE LEARNING OUTCOMES VERSUS PROGRAM OUTCOMES						
No	Key Learning Outcomes	Contribution level				
		1	2	3	4	5
1	The student has basic up-to-date theoretical and applied knowledge in English literature and culture.		X			
2	The student has basic up-to-date theoretical and applied knowledge in literary genres, literary terms and concepts, and literature in general.				X	
3	The student is equipped with theory and praxis to explain and analyse the characteristics of the genres of English literature and their representative texts with reference to historical, social, cultural, economic, political and ecological backgrounds.	X				
4	The student has advanced knowledge of English language, its systematic structure, function, and its spoken and written forms.					X
5	The student has critical, creative, and analytical thinking skills.					X
6	The student is able to collect information and data individually and/or in groups about English language, literature and culture through up-to-date information technologies and research methods and techniques, and shares these in national and international educational and other professional environments.				X	
7	The student analyses literary and cultural texts using related theories and an interdisciplinary approach.			X		
8	The student has up-to-date theoretical and applied knowledge and ability required for the translation of texts from English into Turkish and from Turkish into English.		X			
9	The student does research independently using critical, creative and analytical skills, solves problems, and effectively expresses the outcomes in national and international professional and social environments.					X
10	The student develops an unbiased, respectful and open attitude to his/her own culture and other cultures by studying English literature, history and society, and by attending curricular and extracurricular activities.			X		
11	The student develops an unbiased, respectful and open attitude towards different languages, races, sexes, religions, and social classes.					X

TABLE OF ECTS / WORKLOAD			
Activities	NUMBER	Duration (Hour)	Total Workload (Hour)
Course Duration	14	3	42
Reading	0	0	0
Study Hours out of Class (Preliminary Work, Reinforcement and others)	14	1	14
Library Visit – Net Search	0	0	0
Assignments	3	13	39
Reports	0	0	0
Presentation / Seminar Preparation	0	0	0
Material Design, Application	0	0	0
Mid-Term Exam	1	20	20
Application (Modelling, Design, Simulation, Experiment and others)	0	0	0
Oral Exams	0	0	0
Internship	0	0	0
Field Work	0	0	0
Project	0	0	0
Final Exam	1	35	35
Total Workload	33	72	150
Total Workload / 30 (h)			5
Course ECTS			5