

**NEAR EAST UNIVERSITY – COMMON COURSES COORDINATION UNIT**



DersBilgiFormu / Course Information Sheet

<b>DersKodu / Course Code:</b> ENG 201	<b>DersAdı / Course Name</b> Oral Communication Skills	<b>Kredi /Credit</b> 3	<b>AKTS /ECTS</b> 3				
<b>Önkoşul / Pre-requisite:</b> ENG 101 & ENG 102							
<b>Ders Dili / Language:</b> English		<b>DersTürü /Course Type:</b> Compulsory	<b>ÖğretimOrtamı / Mode of Instruction:</b> Face to Face				
HaftalıkDersSaati / Weekly Hours	SınıfSaati / Class Hours	Laboratuvar / Laboratory	Uygulama / Practicum	ÖğretimOturumları / Learning Sessions			
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<b>ÖğretimÇıktıları / Learning Outcomes</b>	<p>After the completion of this course, the student will be able to:</p> <ul style="list-style-type: none"> <li>▶ Use their body language and voice effectively and establish appropriate eye contact</li> <li>▶ Do research and prepare drafts</li> <li>▶ Prepare effective visuals and use powerpoint</li> <li>▶ Use appropriate phrases for opening, structuring a presentation, emphasizing important points, making recommendations, summarizing and concluding a presentation</li> <li>▶ Respond to comments and answer questions during a presentation</li> <li>▶ Prepare a well- organized presentation and present it with confidence in front of an audience</li> </ul>						
<b>DersTanımı / Course Description</b>	<p>ENG 201 for English Departments aims to develop students' oral communication skills. To achieve this aim, the course has been designed to teach presentation skills. The course starts from the very basics of developing presentation skills such as using your body language, tone of voice and eye contact. It then develops into how to do research for a presentation, how to prepare drafts, how to put it all together, how to use powerpoint to support a presentation, how to prepare effective visuals and finally how to present. To support all these, the syllabus aims to teach the phrases used for opening and structuring a presentation, emphasizing important points, making recommendations during a presentation, summarizing and concluding a presentation. Additionally, the course also includes guidance about how to respond to comments or how to answer questions during a presentation.</p>						
<b>DersinAmaçları / Course Objectives</b>	<p>The course provides the students with an understanding of the essential elements of a presentation. The participants will practice skills that will make them better speakers and presenters, preparing them for their further academic career and enabling them to function successfully in professional environments.</p>						
<b>KullanılanMateryaller / Textbooks and/or References</b>	1	Materials Designed/ Chosen by Faculty Program Unit					
	2	<a href="https://www.youtube.com/watch?v=LrjIW00kkws">https://www.youtube.com/watch?v=LrjIW00kkws</a>					
		<a href="https://www.youtube.com/watch?v=qpAXV25-AWk">https://www.youtube.com/watch?v=qpAXV25-AWk</a>					
	3	<a href="https://www.youtube.com/watch?v=_mc1ckQGHpk">https://www.youtube.com/watch?v=_mc1ckQGHpk</a> <a href="https://www.youtube.com/watch?v=aGEFtRwPhE4">https://www.youtube.com/watch?v=aGEFtRwPhE4</a>					
	4	<a href="https://www.youtube.com/watch?v=XtI4kIFws">https://www.youtube.com/watch?v=XtI4kIFws</a> <a href="https://www.youtube.com/watch?v=X3sR2OcIX2E">https://www.youtube.com/watch?v=X3sR2OcIX2E</a>					
	5	<a href="https://www.youtube.com/watch?v=TmbQFWBvTtY">https://www.youtube.com/watch?v=TmbQFWBvTtY</a> <a href="https://www.youtube.com/watch?v=pp4YlyXjcKI">https://www.youtube.com/watch?v=pp4YlyXjcKI</a> <a href="https://www.youtube.com/watch?v=cFLjudWTuGQ">https://www.youtube.com/watch?v=cFLjudWTuGQ</a> <a href="https://www.youtube.com/watch?v=y3T-WdbXudU">https://www.youtube.com/watch?v=y3T-WdbXudU</a>					
	6	<a href="https://www.youtube.com/watch?v=6yijyMAF6IE">https://www.youtube.com/watch?v=6yijyMAF6IE</a> <a href="https://www.youtube.com/watch?v=Exn7alAxslQ">https://www.youtube.com/watch?v=Exn7alAxslQ</a>					
	7	<a href="https://www.youtube.com/watch?v=Gg1-jVTrD7c">https://www.youtube.com/watch?v=Gg1-jVTrD7c</a> <a href="https://www.youtube.com/watch?v=aluZ3B8Vi68">https://www.youtube.com/watch?v=aluZ3B8Vi68</a>					
	8	<a href="https://www.youtube.com/watch?v=8Q7SLKYN4Xo">https://www.youtube.com/watch?v=8Q7SLKYN4Xo</a> <a href="https://www.youtube.com/watch?v=fBO0riisOzU">https://www.youtube.com/watch?v=fBO0riisOzU</a>					

	9	<a href="https://www.youtube.com/watch?v=lekcKnm6ME">https://www.youtube.com/watch?v=lekcKnm6ME</a> <a href="https://www.youtube.com/watch?v=11Wbmmiq3xU">https://www.youtube.com/watch?v=11Wbmmiq3xU</a>
	10	<a href="https://youtube.be/cFLjudWTuGQ">https://youtube.be/cFLjudWTuGQ</a> <a href="https://youtube.be/S5c1susCPAE">https://youtube.be/S5c1susCPAE</a> <a href="https://www.youtube.com/watch?v=S5c1susCPAE">https://www.youtube.com/watch?v=S5c1susCPAE</a> <a href="https://www.youtube.com/watch?v=bjr3w6CbLSM">https://www.youtube.com/watch?v=bjr3w6CbLSM</a> <a href="https://www.youtube.com/watch?v=Zo0LFM5Jcsk">https://www.youtube.com/watch?v=Zo0LFM5Jcsk</a> <a href="https://www.youtube.com/watch?v=5p0rTINVNWN8">https://www.youtube.com/watch?v=5p0rTINVNWN8</a>
	11	<a href="https://www.youtube.com/watch?v=IfiNFNTwFGU">https://www.youtube.com/watch?v=IfiNFNTwFGU</a> <a href="https://www.youtube.com/watch?v=7c0fknb6kNg">https://www.youtube.com/watch?v=7c0fknb6kNg</a>
<b>Dersİçeriđi / Course Content</b>		<ul style="list-style-type: none"> <li>- Introduction to a presentation (welcoming the audience)</li> <li>- Body language during a presentation</li> <li>- Use of powerpoint and preparing effective slides</li> <li>- Ways of conducting research for academic presentations</li> <li>- Concluding a presentation</li> <li>- Evaluation of sample presentations</li> <li>- Handling the question and answer session</li> </ul>