

**NEAR EAST UNIVERSITY-FACULTY OF EDUCATION**



Department of English Language Teaching

Course Information Sheet & Course Outline

2021-2022 Fall Semester

<b>Course Code</b> ENG 201	<b>Course Name</b> Oral Communication Skills	<b>Credit</b> 3	<b>ECTS</b> 3				
<b>Pre-requisite: ENG 101 AND ENG 102</b>							
<b>Language: ENGLISH</b>		<b>Course Type:</b> <b>COMPULSORY</b>	<b>Year: Two</b>		<b>Semester: Fall</b>		
<b>Weekly Hours</b>	<b>Class Hours</b>	<b>Laboratory</b>	<b>Practicum</b>	<b>Learning Sessions</b>			
	3	0	0	<b>PS</b>	<b>C</b>	<b>R</b>	<b>T</b>
				0	1	1	1
<b>Course Lecturer/ Coordinator</b>	Elvan Yamaç						
	<b>E-mail address</b>	elvan.yamac@neu.edu.tr					
<b>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 power point</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>Course Description</b>	<p>ENG201 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 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 and 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>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>Textbooks and/or References</b>	1	English for Presentations (Marion Grussendorf) pdf format					
	2	Materials Designed/ Chosen by Faculty Program Unit					
	3	Power Point Presentations					
	4						
	5						
	6						
<b>Course Content</b>	<p>This course includes</p> <ul style="list-style-type: none"> <li>-identifying the characteristics and skills of an effective presenter, and apply these in their own presentations.</li> <li>-learning how to prepare the beginning, middle and end of a good presentation</li> <li>-recognizing the importance of preparation or rehearsal to ensure the success of a presentation</li> <li>-evaluating own communication style and recognizing how this impacts on your audience</li> </ul>						
<b>Methods and Techniques Used in the Course</b>		<p>Power Point Presentations</p> <p>Communicative and skill based Presentations / pair-work /group work</p>					
<b>WEEKLY OUTLINE</b>							
<b>Week</b>	<b>Date</b>	<b>Topic</b>	<b>Activities</b>		<b>Reference</b>		
1	20 –25 Sept	<b>Introduction to the Course</b>					
2	27 Sept – 1 Oct	Introduction to the course	<ul style="list-style-type: none"> <li>-Welcoming the audience</li> <li>-Introducing yourself</li> <li>-Saying what your topic is</li> <li>-Explaining why your topic is relevant for your audience</li> </ul>		<a href="https://www.youtube.com/watch?v=LrjIW00kws">https://www.youtube.com/watch?v=LrjIW00kws</a> <a href="https://www.youtube.com/watch?v=qpAXV25-AWk">https://www.youtube.com/watch?v=qpAXV25-AWk</a>		
3	4 – 8 Oct	Introduction to a presentation	<ul style="list-style-type: none"> <li>-Welcoming the audience</li> <li>-Introducing yourself</li> <li>-Saying what your topic is</li> <li>-Explaining why your topic is relevant for your audience</li> </ul>		<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	11 – 15 Oct	Introduction to a presentation continued	-Structuring a presentation -Organizational details	<a href="https://www.youtube.com/watch?v=XtI4klFws">https://www.youtube.com/watch?v=XtI4klFws</a> <a href="https://www.youtube.com/watch?v=X3sR2OclX2E">https://www.youtube.com/watch?v=X3sR2OclX2E</a>	
5	18 – 22 Oct	Body language during a presentation	-Tips on using the body language effectively -Introduction to signposting phrases to guide the audience through a presentation -Talking about difficult issues -Adding ideas during a presentation -Dealing with nervousness	<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=pp4YlyXicKI">https://www.youtube.com/watch?v=pp4YlyXicKI</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	25 – 29 Oct	Use of powerpoint and preparing effective slides	-Introducing visuals -Saying numbers -Identify effective slides and introducing the “rule of six”	<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	1 – 5 Nov	Use of powerpoint and preparing effective slides	-Emphasizing important points -Making contrasts and describing results	<a href="https://www.youtube.com/watch?v=Gg1-iVTrD7c">https://www.youtube.com/watch?v=Gg1-iVTrD7c</a> <a href="https://www.youtube.com/watch?v=aluZ3B8Vi68">https://www.youtube.com/watch?v=aluZ3B8Vi68</a>	
8	8 – 13 Nov	<b>Midterm Exams</b>			
9	15 – 19 Nov	Concluding a presentation	-Summarising main points -Phrases for effective conclusions -Using your voice effectively	<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=fB00riisOzU">https://www.youtube.com/watch?v=fB00riisOzU</a>	
10	22 – 26 Nov	Evaluation of sample presentations	-Class discussions on strengths and weaknesses	<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=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=5p0rTNVNWNg">https://www.youtube.com/watch?v=5p0rTNVNWNg</a>	
11	29 Nov – 3 Dec	Handling the questions and answer session	-Dealing with questions -Asking polite questions -Dealing with interruptions -Reforming questions	<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>	
12	6 – 10 Dec	Final Presentations (Complete presentation)			
13	13 – 17 Dec	Final Presentations (Complete presentation)			
14	20 – 24 Dec	Final Presentations (Complete presentation)			
15	27 – 30 Dec	Final Presentations (Complete presentation)			
16	03 – 12 Jan	<b>Final Exams</b>			
<b>Attendance:</b> Minimum 70 %					
<b>Assessment Breakdown</b>		<b>Type</b>	<b>%</b>	<b>Reference/ Source</b>	<b>Relevant Competencies</b>

	1	Attendance & Participation	10		Mentioned above
	2	Quiz I (Multiple choice)	10		Mentioned above
	3	Quiz II(Multiple choice)	15		Mentioned above
	4	Complete Booklet (in word or pdf.)	20		Mentioned above
	5	Presentations (in classrooms or on Google meet)	45		Mentioned above
<b>Learning Program</b>					
<b>Educational Tool</b>	<b>Amount</b>	<b>Student Work Load (Hours)</b>	<b>Educational Tool</b>	<b>Amount</b>	<b>Student Work Load(Hours)</b>
Prep. for weekly Assignments	10	10*1=10	Presentations	1	1*30=30
Participation in the live lessons	10	10*1=10			
Quiz 1	1	1*8=8			
Quiz II	1	1*15=12			
Complete booklet	1	1*20=20	<b>Total</b>	90	
		<b>Recommended ECTS Credit (Total Hours / 30):</b>		<b>90/30 = ~ 3</b>	