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| Description: logo | **ÇANKAYA UNIVERSITY** **Course Definition Form** |

**Part I. Basic Course Information**

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| **Department Name** | ACADEMIC ENGLISH UNIT | | | | **Dept. Numeric Code** | | |  |  | | --- | --- | |  |  | |
| **Course Code** | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | E | N | G | 2 | 2 | 2 |  | | **Number of Weekly Lecture Hours** | |  | | --- | | 2 | | **Number of Weekly Lab/Tutorial Hours** | |  | | --- | | 0 | | **Number of Credit Hours** | |  | | --- | | 2 | |
| **Course Web Site** | http:// aeu.cankaya.edu.tr | | | | **ECTS Credit** | | |  |  | | --- | --- | | 0 | 3 | |

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| **Course Name**  *This information will appear in the printed catalogs and on the web online catalog.* | |
| English Name | Academic Presentation Skills |
| Turkish Name | Akademik Sunum Becerileri |

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| **Course Description**  *Provide a brief overview of what is covered during the semester. This information will appear in the printed catalogs and on the web online catalog.*  *Maximum 60 words.* |
| ENG 222 is a student-centered academic language course, designed to provide students with the necessary language skills to develop and deliver an effective presentation, applying the techniques studied in the course. The emphasis is given to distinctive features of a successful presentation including the use of key techniques, such as efficient design of visual aids, employing signposting structures, and using effective body language. |

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| **Prerequisites**  (if any)  *Give course codes and check all that are applicable.* | 1st   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  | | 2nd   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  | | | | 3rd   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  | | | 4th   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  | |
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| Consent of the Instructor | | | Senior Standing | Give others, if any. | | |
| **Co-requisites**  (if any) | 1st   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  | | 2nd   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  | | | | 3rd   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  | | 4th   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  | | |
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| **Course Type**  *Check all that are applicable* | Must course for dept.  Must course for other dept.(s)  Elective course for dept.  Elective course for other dept.(s) | | | | | | |

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| **Course Classification**  *Give the appropriate percentage for each category.* | | | | | |
| Category | **Language Skills** |  |  |  |  |
| Percentage | 100% |  |  |  |  |

**Part II. Detailed Course Information**

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| **Course Objectives**  *Maximum 100 words.* |
| Upon studying the assigned materials and completing the course successfully, students will  -Identify the steps of planning a presentation  -Outline the structure of a presentation  -Use signposting language structures  -Develop awareness about how to understand the audience  -Produce an introduction to a presentation  -Express key points in a presentation  -Design and use visual aids  -Prepare an effective ending  -Apply certain techniques to handle questions |

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| **Learning Outcomes**  *Explain the learning outcomes of the course. Maximum 10 items.* |
| Students can design and perform a presentation with  -an effective introduction  -a coherent structure  -appropriate signposting language  -useful visual aids  -the use of effective body language  -a powerful ending |

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| **Textbook**(s)  *List the textbook(s), if any, and other related main course material.* | | | | |
| Author(s) | Title | Publisher | Publication Year | ISBN |
| John Hughes &Andrew Mallett | *Successful Presentations DVD and Student's Book Pack* | Oxford University Press | 2012 | 978-0194768351 |
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| **Reference Book**s  *List, if any, other reference books to be used as supplementary material.* | | | | |
| Author(s) | Title | Publisher | Publication Year | ISBN |
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| **Teaching Policy**  *Explain how you will organize the course (lectures, laboratories, tutorials, studio work, seminars, etc.)* |
| Lecture, class discussions, individual study, group work, and pair work |

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| **Laboratory/Studio Work**  *Give the number of laboratory/studio hours required per week, if any, to do supervised laboratory/studio work and list the names of the laboratories/studios in which these sessions will be conducted.* |
| None required |

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| **Computer Usage**  *Briefly describe the computer usage and the hardware/software requirements for the course.* |
| Instructors can use PPT slides in order to supplement the coursebook; this is not a requirement though. Instructors have to use computers to play videos. |

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| **Course Outline**  *List the weekly topics to be covered.* | |
| Week | Topic(s) |
| 1 | Introduction to the course |
| 2 | Successful Presentations-Unit 1: Preparing your presentation |
| 3 | Successful Presentations-Unit 2:  Structuring your presentation |
| 4 | Successful Presentations-Unit 3:  Introducing your Presentation |
| 5 | PPT slides for visual aids  Presentation Task  Presentation Practice |
| 6 | Successful Presentations-Unit 4:  Delivering your message |
| 7 | PPT slides for research & citations- Presentation Task |
| 8 | Successful Presentations-Unit 4: Concluding |
| 9 | Successful Presentations-Unit 4: Handling Questions, Language Focus  Presentation Practice |
| 10 | Student Performances  Note-taking Activity |
| 11 | Student Performances  Note-taking Activity |
| 12 | Student Performances  Note-taking Activity |
| 13 | Student Performances  Note-taking Activity |
| 14 | Student Performances  Note-taking Activity |

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| **Grading Policy**  *List the assessment tools and their percentages that may give an idea about their relative importance to the end-of-semester grade.* | | | | | | | | |
| Assessment Tool | Quantity | Percentage | Assessment Tool | Quantity | Percentage | Assessment Tool | Quantity | Percentage |
| Midterm | 1 | 25% | In-class note-taking | 5 | 10% |  |  |  |
| Final | 1 | 30% |  |  |  |  |  |  |
| Presentation | 1 | 25% |  |  |  |  |  |  |
| Oral Performance | 3 | 10% |  |  |  |  |  |  |

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| **ECTS Workload**  *List all the activities considered under the ECTS.* | | | |
| Activity | Quantity | Duration  (hours) | Total Workload  (hours) |
| Attending Lectures (*weekly basis*) | 14 | 2 | 28 |
| Attending Labs/Recitations (*weekly basis*) |  |  |  |
| Compilation and finalization of course/lecture notes (*weekly basis*) | 14 | 1 | 14 |
| Collection and selection of relevant material (*once*) | 1 | 1 | 1 |
| Self-study of relevant material (*weekly basis*) | 14 | 1 | 14 |
| Take-home assignments |  |  |  |
| Preparation for quizzes |  |  |  |
| Preparation for mid-term exams (*including the duration of the exams*) | 1 | 9 | 9 |
| Preparation of term paper/case-study report (*including oral presentation*) | 1 | 12 | 12 |
| Preparation of term project/field study report (*including oral presentation*) |  |  |  |
| Preparation for final exam (*including the duration of the exam*) | 1 | 12 | 12 |
| TOTAL WORKLOAD **/** 30 | | | 90/30 |
| **ECTS Credit** | | | **3** |

*Total Workloads are calculated automatically by formulas. To update all the formulas in the document first press CTRL+A and then press F9.*

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| **Program Qualifications vs. Learning Outcomes** *Consider the program qualifications given below as determined in terms of learning outcomes and acquisition of capabilities for all the courses in the curriculum. Look at the learning outcomes of this course given above. Relate these two using the Likert Scale by marking with X in one of the five choices at the right.* | | | | | | |
| **No** | **Program Qualifications** | **Contribution** | | | | |
| **0** | **1** | **2** | **3** | **4** |
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Scale for contribution to a qualification: **0**-none, **1**-little, **2**-moderate, **3**-considerable, **4**-highest

**Part III Approval**

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| **Proposed by** | Faculty Member  *Give the Academic Title first.* | Signature | Date |
| Inst. Ayşe GÜNEŞ |  |  |
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| Departmental Board sitting date | 30.09.2016 | Sitting number | 2016/1 | Motion number | 3 |
| Department Chair | Assist. Prof. Dr. Mustafa KIRCA | Signature |  | Date |  |

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| Faculty Academic Board sitting date |  | Sitting number |  | Motion number |  |
| Dean |  | Signature |  | Date |  |

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| Senate  sitting date |  | Sitting number |  | Motion number |  |