

**ÇANKAYA UNIVERSITY**

**ENGLISH LANGUAGE UNIT**

**2017-2018 ACADEMIC YEAR**

**SPRING TERM**

**SYLLABUS FOR ENG 222**

**(202 – ECTS Credit 03)**

**ACADEMIC PRESENTATION SKILLS**

**FOR ALL DEPARTMENTS**

**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.

**OVERALL COURSE OBJECTIVES:** 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 their body language effectively
* Use signposting language structures
* 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

**LEARNING OUTCOMES:** 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 .

**METHOD OF INSTRUCTION:** Lecture, online lecture, class discussions, watching and evaluating sample presentations, in and out of class tasks

**LENGTH AND PERIOD:** 2 hours per week; 14 weeks and 28 hours in total

**GRADING:**

* SHORT PRESENTATIONS: 20% (3 mini presentations: Intro 5pts, Body 10pts, Conclusion 5pts)
* LONG PRESENTATION 1: 20%
* LONG PRESENTATION 2: 40%
* FINAL EXAM: 20% (Lecture Notes + PPTs)

**PRESENTATIONS POLICY**

Presentations are a big part of the assessment in this course. Students will make 3 short and 2 long presentations throughout the term.

**SHORT PRESENTATIONS (20%)**

**Short Presentation 1 (5%):** Students are supposed to present the **introduction** part of a presentation on a topic they have selected among the topic cards. They will prepare the presentation in the **first 20 minutes of the lesson**. The presentation is expected to last 1-2 minutes.

**Short Presentation 2 (10%):** Students are supposed to present the **body** part of a presentation on a topic they have selected among the topic cards. They will prepare their presentation **at home**. The presentation is expected to last 3-4 minutes and students must use **PowerPoint slides** as a visual aid.

**Short Presentation 3 (5%):** Students are supposed to present the **conclusion** part of a presentation on a topic they have selected among the topic cards. They will prepare the presentation in **the first 20 minutes of the lesson**. The presentation is expected to last 1-2 minutes.

\*\* There is **no** need to use PowerPoint slides for the short presentations.

**LONG PRESENTATION 1 (20%)**

The following rules will be applied in the preparation and practice of the presentation.

1. Students are supposed to make a presentation on a topic of their choice after the approval of their course instructor.
2. The presentation is expected to last **6 minutes**.
3. Students must use **PowerPoint slides** as a visual aid.
4. Students are supposed to perform their presentations on the day they are scheduled by the course instructor.
5. Students have to attend the first English class session in the day assigned to them to make the presentations. Before the presentations start, the instructor will conduct a raffle to determine the sequence of the presenters.
6. Each student will get oral feedback from the course instructor immediately after his/her presentation.

**LONG PRESENTATION 2 (40%)**

The same rules apply as for the long presentation except for number 6. Students will not get oral feedback after their presentations.

**ATTENDANCE:**

Students are required to attend classes throughout the term. Minimum required attendance is **80%** for class sessions per semester, which makes up **6 hours** of absence at most. A student who does not fulfill the requirement for attendance is to repeat the course.

**MAKE-UP POLICY**

1. Students who miss the final exam will not be given a make-up exam unless they submit an approved medical report or any other official document proving their excuse to university authorities.
2. If a student doesn’t come to the classroom on the day he/she is scheduled to make a presentation without an official written excuse (e.g. a health report), he/she will lose half of the points assigned to the presentation and the course instructor will decide the day the student will make his/her presentation.
3. If the student has an official **written excuse** for not being in the classroom on the day he/she is assigned to make his/her presentation, he/she has to **inform the course instructor** about his/her excuse as soon as possible (**via email or phone**) and appoint for another day for his/her presentation. In this case, the student will be able to continue the process without losing points. If he/she fails to attend the lesson **without an** **official written excuse** in the rescheduled day for his/her presentation, he/she will **lose half of the points** assigned to his/her presentation and he/she has to contact the course instructor again to reschedule the presentation day.

 **\* Number 2 & 3 apply for both short and long presentations.**

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| **Weeks** | **Objectives** | **Compulsory Tasks** | **Reminders** |
| **1****12.02.2018****16.02.2018** | \*Course Introduction\*Discussing and Evaluating the Qualities of Good & Bad Presentation Samples\*Discussing How to Deal with Nerves\*Body Language | - Course Introduction PPT- Good & Bad Presentation  Videos- Good & Bad Presentation  Worksheet- Body Language PPT- Dealing with Nerves PPTPages: 11-14 |  |
| **2****19.02.2018****23.02.2018** | \*Structuring Your Presentation\*Introduction of a Presentation | **Structuring Your Presentation**- PPT- Sample Presentation Video- Useful Phrases List- WorksheetI**ntroduction of a Presentation**- PPT- Sample Introduction Video- Useful Phrases List- WorksheetPages: 15-23 | **\* Students will make their first short presentation (introduction part) next week.** |
| **3****26.02.2018****02.03.2018** | **\* Presentation Practice:**Short Presentation 1- Introduction (prepare & present in-class) |  | **\*Presentation Practice (introduction) (5pts.)**\*Topics will be determined from the topic list  by the students |
| **4****05.03.2018****09.03.2018** | **\* Body of a Presentation** **\* Visual Aids** | **Body of a Presentation**- PPT- Sample Body Video- Useful Phrases List- Worksheet**Visual Aids**- PPT**-** Useful Phrases List- WorksheetPages: 24-39 | **\*Students should determine a topic for each long presentation (2 different topics) and tell the instructor the following week.** |
| **5****12.03.2018****16.03.2018** | **\* Presentation Practice:**Short Presentation 2-Body(prepare at home & present in-class) |  | **\*Presentation Practice 2 (Body) (10 pts.)**\*Topics will be determined from the topic list  by the students  |
| **6****19.03.2018****23.03.2018** | \*\* **(continuing from the previous** **week)****\* Presentation Practice:**Short Presentation 2-Body(prepare at home & present in-class) |  |  |
| **7****26.03.2018****30.03.2018** | **\* Conclusion of a Presentation** **\* Handling Questions** | **\* Conclusion of a Presentation** **- PPT****- Sample Conclusion Video**- Useful Phrases List- Worksheet**\* Handling Questions****- Useful Phrases List****- Worksheet****Pages: 40-47** |  |
| **8****02.04.2018****06.04.2018** | **\* Presentation Practice:**Short Presentation 3-Conclusion(prepare & present in-class) |  | **\*Presentation Practice 3 (Conclusion) (5 pts.)**\*Topics will be determined from the topic list  by the students  |
| **9****09.04.2018****13.04.2018** | \* Long Presentation 1(prepare at home & present in-class) |  | \* Students are expected to give a 6-minute presentation on a topic of their choice **(20pts.)****\*** No classes on **23rd of April**.The classes on this day will be made up on a day scheduled by the teacher |
| **10****16.04.2018****20.04.2018** |
| **11****23.04.2018****27.04.2018** |
| **12****30.05.2018****04.05.2018** | \* Long Presentation 2 (prepare at home & present in-class) |  | \* Students are expected to give a 6-minute presentation on a topic of their choice **(40pts.)**\* No classes on **1st of May**.\* The classes on this day will be made up on a day scheduled by the teacher. |
| **13****07.05.2018****11.05.2018** |
| **14****14.05.2018****18.05.2018** |