



# ÇANKAYA UNIVERSITY

## Course Definition Form

### Part I. Basic Course Information

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			

<b>Course Name</b> <i>This information will appear in the printed catalogs and on the web online catalog.</i>	
English Name	Academic Presentation Skills
Turkish Name	Akademik Sunum Becerileri

<b>Course Description</b> <i>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.</i>	
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.	

<b>Prerequisites</b> (if any) <i>Give course codes and check all that are applicable.</i>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>		
	<input type="checkbox"/> Consent of the Instructor		<input type="checkbox"/> Senior Standing		<input type="checkbox"/> Give others, if any.	
<b>Co-requisites</b> (if any)	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>		
<b>Course Type</b> <i>Check all that are applicable</i>	<input type="checkbox"/> Must course for dept. <input type="checkbox"/> Must course for other dept.(s) <input checked="" type="checkbox"/> Elective course for dept. <input checked="" type="checkbox"/> Elective course for other dept.(s)					

<b>Course Classification</b> <i>Give the appropriate percentage for each category.</i>					
Category	Language Skills				
Percentage	100%				

## Part II. Detailed Course Information

### 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

### 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

### 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

### Reference Books

List, if any, other reference books to be used as supplementary material.

Author(s)	Title	Publisher	Publication Year	ISBN

### 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

### 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

### 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.

<b>Course Outline</b> <i>List the weekly topics to be covered.</i>	
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

<b>Grading Policy</b> <i>List the assessment tools and their percentages that may give an idea about their relative importance to the end-of-semester grade.</i>								
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%						

<b>ECTS Workload</b> <i>List all the activities considered under the ECTS.</i>			
Activity	Quantity	Duration (hours)	Total Workload (hours)
Attending Lectures ( <i>weekly basis</i> )	14	2	28
Attending Labs/Recitations ( <i>weekly basis</i> )			
Compilation and finalization of course/lecture notes ( <i>weekly basis</i> )	14	1	14
Collection and selection of relevant material ( <i>once</i> )	1	1	1
Self-study of relevant material ( <i>weekly basis</i> )	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.

**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
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

Scale for contribution to a qualification: 0-none, 1-little, 2-moderate, 3-considerable, 4-highest

### Part III Approval

Proposed by	Faculty Member Give the Academic Title first.	Signature	Date
	Inst.		

Departmental Board sitting date	30.09.2016	Sitting number	2016/1	Motion number	3
Department Chair		Signature		Date	

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