



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Speaking and Presentation Skills							
Course Code		REKB275		Couse Level		First Cycle (Bachelor's Degree)			
ECTS Credit	4	Workload	104 (<i>Hours</i>)	Theory	2	Practice	1	Laboratory	0
Objectives of the Course		It is aimed to make students aware of the art of eloquence (rhetoric) and presentation in a comprehensive way, and effective speaking and presentation.							
Course Content		To make individuals knowledgeable about effective speaking and presentation							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration					
Name of Lecturer(s)									

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

Recommended or Required Reading

1	Ali. Etkili ve Güzel Konuşma Sanatı, , Eğitim Kitabevi, 2004
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Week	Weekly Detailed Course Contents	
1	Theoretical	The art of effective and beautiful speaking
2	Theoretical	Planning the presentation
3	Theoretical	Oratory
4	Theoretical	Effective presentation
5	Theoretical	Presentation process
6	Theoretical	Eye contact
7	Theoretical	Body Language
8	Intermediate Exam	Midterm exam
9	Theoretical	Gestures and facial expressions
10	Theoretical	Clothing, Makeup and Accessories
11	Theoretical	Voice tone
12	Theoretical	Support material selection
13	Practice	Student presentations
14	Practice	Student presentations
15	Final Exam	Final

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	3	3	84
Term Project	2	1	1	4
Individual Work	2	2	2	8
Midterm Examination	2	1	1	4
Final Examination	2	1	1	4
Total Workload (Hours)				104
[Total Workload (Hours) / 25*] = ECTS				4

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	They will be able to make the necessary preparations to make an effective presentation.
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2	They will be able to control the excitement in the presentation.
3	They will be remarkable and memorable during the presentation.
4	They will know the main points to make and avoid in the presentation.
5	They will learn how to answer questions from participants.

Programme Outcomes (*Recreation*)

1	Students have comprehensive and systematic information about concepts, principles, theories, facts in disciplines related to Recreation in Recreation field and use and interpret these information in workplace
2	By specialising in certain studies of profession related to Recreation, students carry out planning and control functions in the field.
3	By using the knowledge about Recreation, students fulfil responsibilities in league with other occupational groups
4	Students carry out the recommendation and coordination functions, and plan activities related to Recreation
5	Students behave in accordance with the codes of ethics and laws and regulations related to right and liability of Recreation field.
6	Students analyse by using the known techniques related to Recreation
7	Students fulfil scientific information responsibility related to Recreation and research
8	Students develop positive behaviour and attitude towards healthy life-long sport
9	Students set an example as a model to society and colleagues with their professional identity related to Recreation field
10	Students must communicate written or verbal in some foreign languages

