



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Effective Speaking Skills							
Course Code		BYA205		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		With this course, effective and beautiful speaking competences.							
Course Content		Breathing, voice organs, emphasis, intonation, informative speech.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Case Study, Problem Solving					
Name of Lecturer(s)		Ins. Pinar GAYRET							

### Assessment Methods and Criteria

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

### Recommended or Required Reading

1	Er, Sırrı (2016). Etkili ve Güzel Konuşma Sanatı. İstanbul: Hayat Yayınları
2	Kaya, Ali (2016). Etkili ve Güzel Konuşma Sanatı. İstanbul: Salon Yayınları

Week	Weekly Detailed Course Contents	
2	Theoretical	Voice organs
3	Theoretical	Voice organs
4	Theoretical	Voice organs
5	Theoretical	Emphasis, Intonation
6	Theoretical	Emphasis, Intonation
7	Theoretical	Emphasis, Intonation
8	Theoretical	Protocol talk
9	Intermediate Exam	Midterm
10	Theoretical	Protocol talk
11	Theoretical	Information talk
12	Theoretical	Information talk
13	Theoretical	Information talk
14	Theoretical	Speak unprepared
15	Theoretical	Speak unprepared
16	Final Exam	Final Examination

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	10	0	1	10
Midterm Examination	1	5	1	6
Final Examination	1	5	1	6
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2

\*25 hour workload is accepted as 1 ECTS

### Learning Outcomes

1	Using breathing techniques and speech organs
2	Make appropriate conversations with the audience
3	Ensures a holistic behavior in the communication process.



4	Teaches the role and place of speech in speech.
5	It makes you to use Turkish well and become a good speaker.

**Programme Outcomes (Office Management and Executive Assistantship)**

1	The ability of using information and communication tools and the other vocational tools and techniques.
2	The ability of planning and applying vocational process.
3	The ability of communicating in foreign language.
4	The ability of vocational self-confidence.
5	The ability of entrepreneurship.
6	The ability of using theoretical field information at the practice.
7	The ability of managing a process that provides the needs.
8	The ability of working in groups including interdisciplinary.
9	The ability of defining problems and solving them in vocational practice.
10	The awareness of vocational ethic and responsibility.
11	The awareness of necessity of life-long learning and the ability to make come true this.
12	The ability of having information about sectoral problems.
13	The ability of understanding vocational legal regulation and applying.
14	The ability of having an effective communication.
15	Social, cultural and social responsibilities of the grip, and the ability to apply to adopt.

**Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High**

	L1	L2	L3	L4	L5
P1	5	5			
P2	4	4			
P3	4	4			
P4	4	4			
P5	4	4			
P6	4	4	4		
P7	4	4		4	
P8	4	4			
P9	4	4			
P10	4	4			
P11	4	4			
P12	4	4			
P13	4	4			
P14	5	5			
P15	5	4			4

