AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title		Effective Presentation Techniques						
Course Code		THM254		Couse Level		Short Cycle (Associate's Degree)		
ECTS Credit	4	Workload	100 *(Hours)*	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		With this course; The concept and importance of presentation, presentation preparation techniques, topic selection, regulation and time control, presentation materials, teaching presentation techniques and research techniques intended.						
Course Content		The research and preparation stages required to prepare the presentation, the use of auxiliary materials for the presentation, effective presentation techniques are the content of this course.						
Work Placement		N/A						
Planned Learning Activities and Teaching Methods			Explanation (Presentation), Demonstration, Case Study, Individual Study					
Name of Lecturer(s)		Ins. Anila POLAT, Ins. Elçin BAŞOL						

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	30
Seminar	1	30

Recommended or Required Reading

1	Gürüz, D. , Eğinli, A. T. (2013) Etkili Sunum Teknikleri, Detay Yayıncılık, Ankara.
2	Şen, O. – Çalışkan, H. (2013) Toplantı ve Sunu Teknikleri, AnadoluÜ. AÖF Yay, Eskişehir
3	Etkili Sunumlar İçin El Kitabı, TÜBİTAK Yay. Ankara

Week	Weekly Detailed Course Contents	
1	Theoretical	Introduction: Definition of presentation, types of presentation, what is effective presentation and how should it be?
2	Theoretical	Planning the presentation, aims and objectives of the presentation
3	Theoretical	To collect the information and data required for the presentation, to arrange the data, to plan, to determine the visual support tools to be used.
4	Theoretical	To collect the information and data required for the presentation, to arrange the data, to plan, to determine the visual support tools to be used.
5	Theoretical	Design and use of support tools to be used in presentation, space arrangements. Make the place suitable for presentation.
6	Theoretical	Elements to be considered while preparing slides for presentation.
7	Theoretical	Use voice tone during presentation and use time effectively.
8	Theoretical	Considerations in using body language during presentation. Coping with excitement techniques
9	Intermediate Exam	Midterm Exam
10	Theoretical	Effective Presentation Practices
11	Theoretical	Effective Presentation Practices
12	Theoretical	Effective Presentation Practices
13	Theoretical	Effective Presentation Practices
14	Theoretical	Effective Presentation Practices
15	Final Exam	Final Exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	2	42

Seminar	1	20	1	21
Midterm Examination	1	15	1	16
Final Examination	1	20	1	21
			Total Workload (Hours)	100
			[Total Workload (Hours) / 25*] = **ECTS**	4
25 hour workload is accepted as 1 ECTS				

Learning Outcomes

1	make presentations in public
2	Using written and visual media correctly during presentation
3	To prepare an effective presentation with presentation techniques
4	Using body language correctly and effectively when communicating with target audiences
5	Increase self-confidence

Programme Outcomes *(Tourism and Travel Services)*

1	Tourism, natural, cultural, historical and social environment to be aware of the relationship.
2	To be able to use a second foreign language at intermediate level.
3	To have the ability to use information technologies in the field at a good level.
4	To have the knowledge and skills required by the profession.
5	To have knowledge about national and global travel destinations, motivations and movements.
6	To have information about countries and cultures.
7	Mastering the automation systems used in travel management
8	To have the technical knowledge about travel agency and ticketing.

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	2		3		
P2	2	3	3	2	
P3	4	4	4		
P4	4	3	4	2	4
P5			4		
P6	3	4	4	4	3