



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Body Language and Speaking Skills							
Course Code		REH333		Course Level		First Cycle (Bachelor's Degree)			
ECTS Credit	3	Workload	79 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		It is aimed at emphasizing the importance of body language and how to be a good presenter.							
Course Content		Gestures, mimics, differences between intercultural body language and communicative skills on talking and listening will be emphasized.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, Discussion, Individual Study					
Name of Lecturer(s)		Lec. Ayşe ARSLAN ÖZKAN							

### Assessment Methods and Criteria

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

### Recommended or Required Reading

1	Mısırlı, İrfan (2008), Genel ve Teknik İletişim, Detay Yayıncılık, Ankara.
2	McKay, Matthew vd. (2010), İletişim Becerileri. Çev: Özgür Gelbal, HYB Basım Yayım, Ankara.
3	Navarro, Joe ve Marvin Karlins (2010), Beden Dili. Çev: Taylan Taftaf. Alfa Basım Yayım, İstanbul.

Week	Weekly Detailed Course Contents	
1	Theoretical	Introduction, information will be given about the process, objectives and content of the course.
2	Theoretical	Concept and model of communication
3	Theoretical	Signs, sign types and definitions used at communication
4	Theoretical	Introduction to body language
5	Theoretical	Hands, arms and fingers
6	Theoretical	Feets, arms and seating positions
7	Theoretical	Body signs
8	Theoretical	Gestures, mimics, facial behaviors
9	Intermediate Exam	Mid-Term Exam
10	Theoretical	Body language with regards to sexes and cultures
11	Theoretical	Distance at communication
12	Theoretical	Verbal skills
13	Theoretical	Listening skills
14	Theoretical	Listening skills
15	Theoretical	General revision of the course
16	Final Exam	Final Exam

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	2	42
Assignment	1	20	1	21
Reading	1	5	1	6
Midterm Examination	1	4	1	5
Final Examination	1	4	1	5
Total Workload (Hours)				79
[Total Workload (Hours) / 25*] = ECTS				3

\*25 hour workload is accepted as 1 ECTS



**Learning Outcomes**

1	Recognizes communication process and the factors at that process.
2	.Knows the qualities necessary to be successful at communication (receiver and transmitter).
3	Recognizes the position of hands and arms in body language.
4	Comprehends the importance of feet and legs in body language
5	Comprehends the importance of gestures and mimics.
6	Learns the messages sent by the seating position to the receiver.
7	Recognizes body language differences at intercultural communication.
8	Learns verbal skills effectively.
9	Learns Listening skills effectively.

**Programme Outcomes (Tourism Guiding)**

1	To have scientific and professional ethical values
2	To gain the ability of analytical and critical thinking
3	To have an awareness of requirement of gaining lifelong new knowledge and skills
4	To know the basic concepts about tourism sector
5	To comprehend relationship between tourism and natural, cultural and social environment
6	To have enough foreign language knowledge to follow trends and studies in his/her field and to be able to communicate
7	to be able to use the second foreign language at medium level.
8	to have the ability of doing team work.
9	To gain the ability to use information technologies in his/her field at a good level.
10	To gain administrative knowledge and ability in his/her field.
11	To be competent on the subject of human relations and behaviours which are required in tourism industry
12	To be able to track the trends in his/her field.
13	To have knowledge and ability on the subjects required for his/her profession.
14	To have comprehensive knowledge required for his/ her profession about other tourism services
15	To have enough knowledge about culture and customs of his/her own country.
16	To have enough knowledge about different cultures and customs.

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

	L1	L2	L3	L4	L5	L6	L7	L8	L9
P1	4	4	4	4	4	4	4	4	4
P2	5	5	5	5	5	5	5	5	5
P3	5	5	5	5	5	5	5	5	5
P4	3	3	3	3	3	3	3	3	3
P5	4	3	3	3	3	3	5	5	5
P6	3	3	3	3	3	3	3	3	3
P7	1	1	1	1	1	1	1	1	1
P8	4	1	1	1	1	1	1	2	2
P9	1	1	1	1	1	1	1	1	1
P10	5	2	2	2	2	2	5	5	5
P11	5	5	5	5	5	5	5	5	5
P12	5	5	5	5	5	5	5	5	5
P13	3	3	3	3	3	3	4	5	5
P14	3	3	3	3	3	3	3	3	3
P15	5	5	5	5	5	5	5	5	5
P16	5	5	5	5	5	5	5	5	5

