



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Effective Presentation Skills							
Course Code		TRY250		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		To provide theoretical and practical information on effective presentation techniques.							
Course Content		Effective presentation techniques, speaking techniques, use of technology in presentation and use of body language.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation)					
Name of Lecturer(s)									

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Peltekoğlu, Filiz, Balat. What are Halkla relations? Istanbul: Beta publications, 2009.
2	Gürüz, Demet and Temel Eğinli .Technical presentation techniques. Ankara: Detail Publications, 2010

Week	Weekly Detailed Course Contents	
1	Theoretical	The concept of presentation and the characteristics of a good conversation and speaker.
2	Theoretical	To overcome fear of presentation and fear of presentation
3	Theoretical	Methods of having presentation skills
4	Theoretical	The subtleties of speaking techniques.
5	Theoretical	Target audience analysis in presentation
6	Theoretical	The presentation; factors that determine the subject, time, place and shape.
7	Theoretical	Problems that may arise during presentation, solution techniques
8	Intermediate Exam	Midterm Exam
9	Theoretical	Questions during the presentation, questions to answer questions.
10	Theoretical	Effective use of body language
11	Theoretical	Effective use of body language
12	Theoretical	Effective use of body language
13	Theoretical	Decision making techniques in meeting management.
14	Final Exam	Decision making techniques in meeting management.
15	Theoretical	Final Exam (Final)

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Midterm Examination	1	8	1	9



Final Examination	1	12	1	13
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2
*25 hour workload is accepted as 1 ECTS				

Learning Outcomes

1	He knows how to make a cultivated presentation.
2	Gain an insight into social psychological aspects of concepts, methods and understandings of effective presentation techniques.
3	Gain awareness of the purpose and function of effective presentation
4	How effective presentation can overcome the difficulties that may arise during the application phase; know what to do and not to do during the presentation.
5	Understand the importance and impact of effective presentation in business life

Programme Outcomes (Emergency and Disaster Management)

1	Improving the ability to cope with life-threatening emergencies
2	The awareness of the necessity of lifelong learning and the ability to do so
3	To be able to use basic science (Mathematics, Chemistry, Physiology, Anatomy etc.) in the field of Emergency Aid and Disaster Management
4	Ability to analyze and interpret hazards and risks
5	Sensitivity to global and local disasters
6	Effective communication skills and foreign language knowledge
7	Skills and creativity in interdisciplinary teams
8	Providing physical and mental stability
9	To be able to organize, search and rescue search and rescue operations
10	To reach sufficient education level to understand the effects of disasters in universal and social dimensions
11	To recognize the cooperation between actors and their actors in Emergency Aid and Disaster Management
12	Emergency Aid and Disaster Management vocational, ethical and social responsibility awareness
13	Ability to assume an educational role in Emergency Aid and Disaster Management
14	To be able to use technology effectively in the field of Emergency Aid and Disaster Management
15	Emergency Aid, Search-Rescue and Disaster Management as a whole and manage emergency situations and responsibility awareness

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

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

