



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Effective Presentation Skills							
Course Code		ORT298		Couse Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	1	Practice	1	Laboratory	0
Objectives of the Course		With this course, the students, to reach a specific subject knowledge to prepare a presentation for the purpose of compiling the expression, and it organized a meeting aims to develop the ability to effectively present it to the community.							
Course Content		This course will be used in order to make a good presentation techniques are described. Also during the presentation it is taught how to use his body sliced as needed. to prepare students for presentations in accordance with these techniques described in the course and confirmed, mistakes are highlighted.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, Discussion, Individual Study					
Name of Lecturer(s)		Lec. Birsen GEÇİOĞLU ERİNCİK							

### Assessment Methods and Criteria

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

### Recommended or Required Reading

1	Effective Speech Techniques, Murat Baykızı, Snow Publications, October 2005
2	Effective Presentation, Christine E. Bingaman, Route Broadcast, 1993
3	How to Better ... Presentations, Michael Stevens, Timaş Publications, October 1998
4	Language of the body, Acar & Zuhul Batlaş, Remzi Bookstore, 1995

Week	Weekly Detailed Course Contents	
1	Theoretical	Introduction to Presentation Skills Course
2	Theoretical	Presentation Preparation Stages. Presentation-Objectives Planning
3	Theoretical	Presentation Presentation Preparation Phase. Planning to Use Support Tools
4	Theoretical	Preparation Phase. Presentation Presentation Space Planning Regulations
5	Theoretical	Presentation Preparation Stages. Preparation of the presentation. Presentation to the rehearsal.
6	Theoretical	Presentation Preparation Stages. Making the presentation, the presentation of the Communication Elements. Verbal communication, nonverbal communication.
7	Theoretical	Presentation Preparation Stages. Making Presentation Presentation Contact Elements. Listening. interrogation . Summarizing-Feedback -Assessment.
8	Practice	Individual Presentations
9	Practice	Individual Presentations
10	Practice	Individual Presentations
11	Practice	Individual Presentations
12	Practice	Individual Presentations
13	Practice	Individual Presentations
14	Practice	Individual Presentations
15	Practice	Individual Presentations

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	15	0	1	15
Lecture - Practice	15	0	1	15
Individual Work	1	9	1	10
Midterm Examination	1	5	1	6



Final Examination	1	3	1	4
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2
*25 hour workload is accepted as 1 ECTS				

### Learning Outcomes

1	They know how to make effective presentations.
2	Concepts about effective presentation techniques, methods and gained an insight into the social psychological perspective on understanding. Effective presentation of business life and understand the significance of the impact.
3	Prepare presentations using a variety of techniques, to improve their ability to appeal, excitement control, the ability to make effective presentations by learning to recognize their body language and get experience
4	By arrange the systematic knowledge that arriving from various sources, especially from the computer and other presentation tools (overhead acetate, newspapers, billboards, reports, banners, statistics, diagrams, films, slides, projections and even a person of authority in this regard, etc. Etc.) fit for purpose utilizing presentation prepare.
5	How to overcome possible difficulties encountered in the implementation of effective presentations; Know what to do during the presentation and don'ts.

### Programme Outcomes (Fruit and Vegetables Processing Technology)

1	To be able to understand social, cultural and social responsibilities and to have the ability to follow national and international contemporary
2	In line with the principles and reforms of Atatürk; Adopting the national, moral, spiritual and cultural values ??of the Turkish Nation, open to universal and contemporary developments, the Turkish language is a rich, rooted and productive language; love and awareness of language; to have the ability to use the foreign language sufficiently and with the habit of reading and professionally.
3	To know the basic hardware units and operating systems of computer, internet to be able to prepare documents, spreadsheets and presentations on the computer by using office programs
4	Gains the theoretical and practical knowledge at the basic level in mathematics, science and professional fields
5	Recognize and analyze the problems with the knowledge of fruit and vegetable technology in the field, interpret the data and propose solutions.
6	According to the prepared work plan and program in laboratories, it can carry out the necessary works to obtain the desired quality product.
7	To have professional and ethical responsibility in business life.
8	It is open to development and change, follows scientific social and cultural innovations and constantly improves itself.

### 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	4	4	4	4	4
P2	4	3	3	4	4
P3	5	5	5	5	5
P4	2	1	1	1	1
P5	1	1	1	1	1
P6	1	1	1	1	1
P7	3	3	3	3	3
P8	5	5	5	5	5

