

Course Title : Communication Skills II

Code	Course Type	Regular Semester	Lecture (hours/week)	Seminar (hours/week)	Lab (hours/week)	Credits	ECTS
ELL 116	B	2	3	0	0	3.00	4
Lecturer and Office Hours			Isa Erbaş, PhD				
Teaching Assistant and Office Hours							
Language			English				
Course Level			Bachelor				
Description			The course aims at an understanding of the nature of the groups, solving problems in the group and it also aims at public communication. A focus will be on group (academic) and business (technical) use of speech and reporting. Communication will be looked at the theoretical, public (academic speaking, reporting), and technical (business interviewing, resumes and memos) level.				
Objectives			For the student to take part and solve problems in groups are very important. Another goal is to learn how to present message in an organization by using informative and persuasive speaking.				

Course Outline

Week	Topics
1	The Nature in Groups (chp.8, Ronald B. Adler and George Rodman, Understanding Human Communication)
2	The Nature in Groups (chp.8, Ronald B. Adler and George Rodman, Understanding Human Communication)
3	Solving Problems in Groups (chp.9, Ronald B. Adler and George Rodman, Understanding Human Communication)
4	Solving Problems in Groups (chp.9, Ronald B. Adler and George Rodman, Understanding Human Communication)
5	Choosing and Developing a Topic (chp.10, Ronald B. Adler and George Rodman, Understanding Human Communication)
6	Choosing and Developing a Topic (chp.10, Ronald B. Adler and George Rodman, Understanding Human Communication)
7	Organization and Support (chp.11, Ronald B. Adler and George Rodman, Understanding Human Communication)
8	Midterm Exam
9	Presenting Your Message (chp.12, Ronald B. Adler and George Rodman, Understanding Human Communication)
10	Presenting Your Message (chp.12, Ronald B. Adler and George Rodman, Understanding Human Communication)
11	Informative Speaking (chp.13, Ronald B. Adler and George Rodman, Understanding Human Communication)
12	Informative Speaking (chp.13, Ronald B. Adler and George Rodman, Understanding Human Communication)
13	Persuasive Speaking (chp.14, Ronald B. Adler and George Rodman, Understanding Human Communication)
14	Persuasive Speaking (chp.14, Ronald B. Adler and George Rodman, Understanding Human Communication)
15	Review weeks 1-14
16	Final Exam

Prerequisites	
Textbook	<ul style="list-style-type: none"> • L. Adler, R. G. Rodman, (2011). Understanding Human Communication, Oxford University Press. • Alan Barker (2010), Improve Your Communication Skills, London, Kogan Page Limited
Other References	• Helio Fred Garcia (2012) The Power of Communication, Pearson Education, New Jersey
Laboratory Work	-
Computer Usage	-
Other	-

Learning Outcomes and Competences

1	Students to gain theoretical understanding of intrapersonal, interpersonal, group, public and mass communication
2	Students to master the main elements of technical communication in business and reporting
3	The application of this knowledge in their daily lives and public presentations

Course Evaluation Methods

In-term studies	Quantity	Percentage
Midterms	1	30
Quizzes	1	10
Projects	1	10
Term Projects	0	0
Laboratory	0	0
Attendance	0	0
Contribution of in-term studies to overall grade		50
Contribution of final examination to overall grade		50
Total		100

ECTS (Allocated Based on Student) Workload

Activities	Quantity	Duration (hours)	Total Workload (hours)
Course Duration (Including the exam week : 16 x Total course hours)	16	3	48
Hours for off-the-classroom study (Pre-study, practice)	14	2	28
Assignments	1	14	14
Midterms	1	8	8
Final examination	1	12	12
Other	0	0	0
Total Work Load			110
Total Work Load / 25 (hours)			4,4
ECTS			4