

Course Name : Communication Skills I							
Course Code	Course Type	Regular Semester	Lecture (hours/week)	Seminar (hours/week)	Lab. (hours/week)	Credits	ECTS
ELL 115	B	Summer	3.00	0.00	0.00	3.00	4.00
<b>Lecturer</b> Isa Erbaş, Prof. Asoc. Dr.							
<b>Assistant</b>							
<b>Course language</b> English							
<b>Course level</b> Bachelor							
<b>Description</b> The course aims to explore the main elements of communication: human communication, language, self perception, interpersonal communication, group communication, public communication (including public speaking, interviewing, debating/persuading). Some attention will also be given to technical and practical business communication and its documentation.							
<b>Objectives</b> To understand the general science of human communication, and to become better competent in interpersonal and public communication (spoken and written).							
<b>Core Concepts</b>							
Course Outline							
Week	Topic						
1	Course introduction. Non-verbal communication. Video "Attraction" (shadow theatre BGT 2013). Basic presentation skills.						
2	Human communication, how and why? chapter 1 Ronald B. Adler and George Rodman Understanding Human Communication.						
3	Self perception Chapter 2 II. Ronald B. Adler and George Rodman Understanding Human Communication.						
4	Language and listening chapter III,IV. Ronald B. Adler and George Rodman Understanding Human Communication.						
5	Non-verbal communication chapter V. Ronald B. Adler and George Rodman Understanding Human Communication. Interpersonal communication						
6	Understanding and improving interpersonal relationships chapters VI, VII. Ronald B. Adler and George Rodman Understanding Human Communication. Group Communication						
7	Groups and problem solving in groups chapters VIII, IX. Ronald B. Adler and George Rodman Understanding Human Communication.						
8	Midterm Exam						
9	Choosing and developing a theme. Organisation and support. Chapters X, XI. Ronald B. Adler and George Rodman Understanding Human Communication.						
10	Message presentation, informative and persuasive communication, chapters XII, XIII, XIV. Ronald B. Adler and George Rodman Understanding Human Communication. Part 5: Technical communication						
11	Communication in the workplace chapters 1-6. Lannon, John M. Technical Communication						
12	Research techniques chapters 7-11. Lannon, John M. Technical Communication						
13	Structure, style and graphic design chapters 12-15. Lannon, John M. Technical Communication.						
14	Documents and their application/chapters 16-26. Lannon, John M. Technical Communication.						

<b>15</b>	Revision			
<b>16</b>	Final Exam			
<b>Prerequisites</b>	The student must attend the course at a minimum rate of 75%.			
<b>Literature</b>	<ul style="list-style-type: none"> <li>• Adler, R., Rodman, G.(2006). Understanding Human Communication. N.Y &amp; Oxford University Press.</li> <li>• Lannon, J. M.( 2008). Technical Communication. N.Y: Pearson &amp; Longman</li> </ul>			
<b>References</b>	<ul style="list-style-type: none"> <li>• Trenholm, S.,Jensen.A.( 2008). Interpersonal Communication/ Seventh edition. Oxford &amp; N.Y: Oxford University Press</li> <li>• Lucas, S. E.(2004). The Art of Public Speaking. Boston: McGraw Hill</li> </ul>			
<b>Course Outcome</b>				
<b>1</b>	Students gain a theoretical understanding of the main elements of communication, (personal, interpersonal, mass communication etc)			
<b>2</b>	Students become competent in main communication skills studied including technical and business communication			
<b>3</b>	To apply the skills learnt in daily life and the academic/work environment			
<b>Course Evaluation</b>				
	<b>In-term Studies</b>	<b>Quantity</b>	<b>Percentage</b>	
	Midterms	1	20	
	Quizzes	0	0	
	Projects	1	30	
	Term Projects	0	0	
	Laboratory	0	0	
	Class Participation	1	10	
<b>Total in-term evaluation percent</b>			<b>60</b>	
<b>Final exam percent</b>			<b>40</b>	
<b>Total</b>			<b>100</b>	
<b>ECTS Workload (Based on Student Workload)</b>				
	<b>Activities</b>	<b>Quantity</b>	<b>Duration (hours)</b>	<b>Total (hours)</b>
	Course duration (Including the exam week: 16x Total hours of the course)	16	3	48
	Study hours outside the classroom (Preparation, Practice, etc.)	14	2	28
	Duties	1	12	12
	Midterms	1	5	5
	Final Exam	1	8	8
	Other	0	0	0
<b>Total Work Load</b>				<b>101</b>
<b>Total Work Load / 25 (hours)</b>				<b>4.04</b>
<b>ECTS</b>				<b>4.00</b>