

**Course Name : Communication Skills II**

Course Code	Course Type	Regular Semester	Lecture (hours/week)	Seminar (hours/week)	Lab. (hours/week)	Credits	ECTS
ELL 116	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 improve students' theoretical and practical communication skills, as a key ingredient for a happy and successful life.
<b>Objectives</b>	The aims of the course include, but are not limited to, a general understanding of the science of human communication, competent interaction in the workplace and public speaking. Students are expected to reach a high level of competency in verbal, non-verbal and technical communication.
<b>Core Concepts</b>	

**Course Outline**

Week	Topic
1	Self-awareness. Understanding Personality in communication, using Myers-Briggs
2	Self awareness. Understanding temperament, using the 4 Greek humours in communication
3	The ideal self, versus the projected and real self,.Self improvement tempered by self acceptance
4	Debating skills 1: using statistics, moral, logical, utilitarian arguments
5	Debating skills 2: presenting your case, poise, posture and powerpoint
6	The art of story telling 1, "the sneetches"
7	The art of story telling 2 "the emporer's new clothes"
8	Midterm Exam
9	Story writing as an agent of transformation
10	Writing an interesting report with clarity and honesty
11	From Churchill to Obama, modern day speech making
12	How to have a really good argument. Conflict, confrontation, conciliation
13	Leadership styles
14	Leadership styles
15	Review weeks 1-14
16	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>• Tanka, J., Most, P.(2007). Interactions: Listening/Speaking. McGrawHill</li> <li>• Lucas, S. E. (2004). The Art of Public Speaking. Boston: McGraw Hill</li> </ul>			
<b>References</b>				
<b>Course Outcome</b>				
<b>1</b>	Students to gain theoretical understanding of intrapersonal, interpersonal, group, public and mass communication			
<b>2</b>	Students to master the main elements of technical communication in business and reporting			
<b>3</b>	The application of this knowledge in their daily lives and public presentations			
<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>