

| 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                                                                                                              | Spring                                                                                                                                                                                                                                                                                                                                                                                     | 3.00                 | 0.00                 | 0.00              | 3.00    | 4.00 |
|                                       |                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                            |                      |                      |                   |         |      |
| Lecturer                              |                                                                                                                | Isa Erbaş, Prof. Assoc. Dr.                                                                                                                                                                                                                                                                                                                                                                |                      |                      |                   |         |      |
| Assistant                             |                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                            |                      |                      |                   |         |      |
| Course 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.                                                                                                                                                                                             |                      |                      |                   |         |      |
| Core Concepts                         |                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                            |                      |                      |                   |         |      |
| Course Outline                        |                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                            |                      |                      |                   |         |      |
| Week                                  | Topic                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                            |                      |                      |                   |         |      |
| 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)            |                                                                                                                                                                                                                                                                                                                                                                                            |                      |                      |                   |         |      |

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|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------|
| 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                                                            |                                                                                                                  | The student must attend the course at a minimum rate of 75%.                                                                                                                       |                  |               |
| Literature                                                               |                                                                                                                  | • L. Adler, R. G. Rodman, (2011). Understanding Human Communication, Oxford University Press.<br>• Alan Barker (2010), Improve Your Communication Skills,London,Kogan Page Limited |                  |               |
| References                                                               |                                                                                                                  | • Helio Fred Garcia (2012)The Power of Communication, Pearson Education, New Jersey                                                                                                |                  |               |
| Course Outcome                                                           |                                                                                                                  |                                                                                                                                                                                    |                  |               |
| 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                                                        |                                                                                                                  |                                                                                                                                                                                    |                  |               |
| In-term Studies                                                          |                                                                                                                  | Quantity                                                                                                                                                                           | Percentage       |               |
| Midterms                                                                 |                                                                                                                  | 1                                                                                                                                                                                  | 30               |               |
| Quizzes                                                                  |                                                                                                                  | 1                                                                                                                                                                                  | 10               |               |
| Projects                                                                 |                                                                                                                  | 1                                                                                                                                                                                  | 10               |               |
| Term Projects                                                            |                                                                                                                  | 0                                                                                                                                                                                  | 0                |               |
| Laboratory                                                               |                                                                                                                  | 0                                                                                                                                                                                  | 0                |               |
| Class Participation                                                      |                                                                                                                  | 0                                                                                                                                                                                  | 0                |               |
| Total in-term evaluation percent                                         |                                                                                                                  |                                                                                                                                                                                    | 50               |               |
| Final exam percent                                                       |                                                                                                                  |                                                                                                                                                                                    | 50               |               |
| Total                                                                    |                                                                                                                  |                                                                                                                                                                                    | 100              |               |
| ECTS Workload (Based on Student Workload)                                |                                                                                                                  |                                                                                                                                                                                    |                  |               |
| Activities                                                               |                                                                                                                  | Quantity                                                                                                                                                                           | Duration (hours) | Total (hours) |
| 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                                                                                                                                                                                  | 14               | 14            |
| Midterms                                                                 |                                                                                                                  | 1                                                                                                                                                                                  | 8                | 8             |
| Final Exam                                                               |                                                                                                                  | 1                                                                                                                                                                                  | 12               | 12            |
| Other                                                                    |                                                                                                                  | 0                                                                                                                                                                                  | 0                | 0             |
| Total Work Load                                                          |                                                                                                                  |                                                                                                                                                                                    |                  | 110           |
| Total Work Load / 25 (hours)                                             |                                                                                                                  |                                                                                                                                                                                    |                  | 4.40          |
| ECTS                                                                     |                                                                                                                  |                                                                                                                                                                                    |                  | 4.00          |