

Hacettepe University
Faculty Letters
Department of English Language and Literature

Title of the Course: IED 233 (01) Speech and Communication Skills

Instructor: Assist. Prof. Dr. Alev KARADUMAN

Year and Term: 2012- 2013 Fall

Class Hours: Wednesday/10.00-12.45

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I. Aim of the Course: The aim of the course is to help the students to be able to speak fluently with grammatical correctness and reasonable speed. Guidance will be provided to the students to overcome the difficulties which are likely to occur during informal conversations, class discussions, oral reports and formal speech forms. In order to develop their communication skills, the students will also be encouraged to develop rhetorical skills and gain fluency in English language.

II. Course Outline

Week I : Why do we study public speech?

Speech: Its nature and function

Art of Rhetoric

Components of Speech

Week II : How to prepare a speech:

-Audience analysis

-Occasion analysis

-Selecting a subject

-Determining the purpose

-Selecting and gathering material

-Organizing the Speech: Title, Outline, Cards

Week III : Impromptu Speech

Week IV : **BAYRAM Holiday**

Week V : Impromptu Speech

Week VI : Informative Speech

Week VII : Midterm I

Week VIII : continues

Week XI : How to Speech

Week X : continues

Week XI : continues

Week XII : Midterm II

Week XIII : Persuasive Speech (if time permits)

Week XIV : continues

III. Textbook: Jaffe, Clella. *Public Speaking: A Cultural Perspective*. New York: Wadsworth, 1995. Print.

IV. Method of Instruction: Theoretical information will be covered through lectures and class discussions, but the majority of the class hours will be devoted to oral practice and presentations. There will be continual assignments.

V. Requirements: The students are expected to take part in all class activities, like evaluations, comments and group activities. The students are expected to give impromptu, how- to, persuasive, and informative speeches and take part in the activities. More than 11 hours of class absence will result in F1.

VI. Assessment: There will be two oral midterm examinations on the “informative and how to” topics. The students will also get points from the “evaluation sheets” that they will write about the speeches which will be asked to be evaluated. For the final examination, the students should make an elevated speech. In the grading 25% of the total mark will be taken off for grammatical mistakes.

Midterm Examinations % 40

Evaluations % 20

Final Examination % 40