

HACETTEPE UNIVERSITY
FACULTY OF LETTERS
DEPARTMENT OF ENGLISH LANGUAGE AND LITERATURE
COURSE SYLLABUS

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

Year and Term: 2017/2018 Fall

Class Hours and Classroom: Monday 09:00 – 11:50 ZNG

Office Hours: Monday 14:00 – 15:50

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I. Aim and Contents: The aim of the course is to help the students to be able to speak fluently with grammatical correctness and at a reasonable speed. The instructor will provide the primary guidance for students to help them overcome the difficulties which are likely to occur during informal conversations, class discussions, oral reports and formal speech forms. In order to develop their communicative skills, the students will also be encouraged to develop rhetorical skills and gain fluency in English.

II. Course Outline:

Week I: (25th Sep.) General introduction to the course and each other. Speech: Its nature and function. Why do we study public speech? Art of rhetoric.

Week II: (2nd Oct.) Lucas: “Speaking in Public” (2-23)
 Gilman: “Speaking and Listening in a Democratic Society” (3-21),
 “Methods of Presentation: Impromptu, Extemporaneous, Manuscript, Memorised” (190-198)

Week III: (9th Oct.) Body language, Learning to cope with nerves, Finding your voice
 Gilman: “Poise and Physical Expression” (236-255)
 James: *The Body Language Rules* (313-371)
Gestures: Your Body Speaks (1-17)

Week IV: (16th Oct.) How to prepare a speech: Audience analysis, Occasion analysis. Selecting a subject, Determining the purpose
 Gilman: “Categories for Studying an Address of Importance” (381-385)
 Lucas: “Analyzing the Audience” (90-11)

Week V: (23rd Oct.) Organising the Speech: Title, Outline, Cards.
 Lucas: “Outlining the Speech” (220-233)
 Dance: “Outlining” (121-130)

Week VI: (30th Oct.) Impromptu Speech, Informative Speech, Models of imitation
 Lucas: “Speaking to Inform” (310-328)

Week VII: (6th Nov.) **MIDTERM I**

Week VIII: (13th Nov.) Gathering materials, Supporting your ideas, Using language appropriately
Lucas: “Using visual aids” (276-284), “Using PowerPoint (285-295)

Week IX: (20th Nov.) Delivery methods and systems, What is good delivery? Practice delivery
Lucas: “Delivery” (266-282), Dance: “Delivery” (157-176)

Week X: (27th Nov.) Speaking to Persuade
Lucas: “Methods of Persuasion” (368-390), Dance: “Argumentation and Persuasion” (183-202)

Week XI: (4th Dec.) Lucas: “Ethics and Public Speaking” (30-44), Dance: “Ethics” (235-241)

Week XII: (11th Dec.) Speeches for Analysis and Discussion
See Dance: *Public Speaking*, “Appendix” (23-27), (97-105)

Week XIII: (18th Dec.) Podcast workshops, Preparation for final exam

Week XIV: (25th Dec.) Podcast workshops, Preparation for final exam, General Review

*There may be changes to the course outline.

III. Textbooks: There is not a single textbook for this course. Chapters from the selected books listed below will be studied throughout the semester.

Dance, Frank E. X., and Carol C. Zak-Dance. *Public Speaking*. 1986.

Gilman, Wilbur E., et al. *The Fundamentals of Speaking*. 1964.

James, Judi. *The Body Language Rules*. 2009.

Lucas, Stephen E. *The Art of Public Speaking*. 1995.

O’Hair, Dan, et al. *A Pocket Guide to Public Speaking*. 2010.

Stuart, Cristina. *Effective Speaking*. 1988.

IV. Method of Instruction: Theoretical information will be covered through class discussions; however, the majority of class hours will be dedicated to oral practice and presentations. The course will be conducted through lectures, presentations, class discussion, workshops, individual and group work.

V. Assessment: There will be a Mid-Term examination (written) on the theoretical information that is to be discussed in the first weeks. The second Mid-Term examination (oral) will be the average of Speech of Introduction, Impromptu Speeches and Group Discussions, and also of Informative Speech. For the Final examination, the students will complete a podcast assignment and prepare a persuasive speech and present it in class. Class work, assignments, pop quizzes and peer grading will also be assessed. The assessment will be made on the following basis:

Mid-Term 1 (written)	10%
Mid-Term 2 (oral) will be based on:	
Speech of introduction (PowerPoint Presentation)	5%
Impromptu Speeches and Group Discussions	5%

Informative Speech (PowerPoint Presentation)	10%
Peer Grading and Participation	15%
Pop Quizzes on course readings	5%
Final Exam will be based on:	
Podcast assignment (groups of 3/4)	30% (10% of it for transcript)
Final Presentation (Persuasive)	20% (5% of it for transcript)

*****In the grading, up to 25% of the total mark will be taken off for grammatical mistakes. Marks below 50 (out of 100) in the Final Exam will be regarded as failure.**

VI. Requirements:

- * Complete all assignments on the due dates and be prepared for your presentation. If you miss the class on your presentation day without any official reason (medical report), you will automatically receive zero on that particular assignment.
- * Participate in class discussions and activities. Remember, this is a speech class. Read all assigned readings for each week and reflect on them beforehand. There may be extra material.
- * Bring your material to the class daily.
- * Obtain lecture notes from a classmate and handouts from your instructor when you are absent. Seek the approval of your instructor for early departures, do not turn it into a habit.
- * Mobile phones must be put on the silent mode.
- * **Pop Quizzes:** There will be two unannounced Pop Quizzes (each work 2,5 points) to check that you are keeping up with the weekly readings.
- * **Peer Grading:** Your peer grading assessment consists of the evaluation of your 5 different classmates (based on **5 different sessions/weeks**). During the class, using the assessment sheet provided by the instructor, you will be grading and assessing your classmates and hand it to the instructor before the end of the class.
- * **Participation** is of utmost importance for this class. In order to develop your speaking skills, you should also be able to listen carefully. If you help and encourage your classmates by listening to them and responding enthusiastically then you will earn points; if you distract the presenters (by talking or playing with your phone) you will lose points and disrupt the classroom atmosphere.

VII. Attendance: Attendance is compulsory. More than 11 (eleven) hours of absence will result in F1. Regular and punctual attendance is required at every class meeting. Students who come later than 15 minutes into the classroom can attend the class, however they cannot sign the attendance sheet.

VIII. Plagiarism and Cheating: This will be referred to the Chair and result in a straight F3.

IX. Email Policy

- * Make sure that you check your e-mail account **daily**. Be aware that the e-mails sent by the instructor should be treated as instructions for the course, so there can be **no excuse!**
- * Do not expect your instructor to respond to email sent after **17:30** or before **08:30**.
- * Ensure that you use **formal language** in your email.
- * Ensure that your email has a **specific Subject Line** with a clearly specified question, suggestion or piece of information and always end your email with **your full name** as it appears on the class list.