

**HACETTEPE UNIVERSITY**  
**FACULTY OF LETTERS**  
**DEPARTMENT OF ENGLISH LANGUAGE AND LITERATURE**

**SYLLABUS**

<b>Title of the Course</b>	<b>: İED 233 (03) Speech and Communication Skills</b>
<b>Instructor</b>	<b>: Res. Assist. Dr. Merve Sari</b>
<b>Year and Term</b>	<b>: 2017-2018 Autumn</b>
<b>Class Hours, Day and Classroom</b>	<b>: Monday 13:00-15:50 B2/204</b>
<b>Office Hours</b>	<b>: Monday 10.00-12.00</b>

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**Aim and Contents:**

The aim of the course is to help the students to be able to talk fluently with correct grammar and pronunciation at a 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.

**Course Outline:**

**Week I (25 September):** General Introduction. Why do we study public speech? Art of rhetoric. Speech: Its nature and function.

**Week II (2 October):**

**Week III (9 October):** Components of Speech: Voice, Language, Action. Methods of Speaking: Impromptu, Memorised, Manuscript, Extemporaneous.

**Week IV (16 October):** How to prepare a speech: Audience Analysis, Occasion Analysis, Selecting a Subject, Determining the Purpose, Selecting and gathering material, Organising the Speech: Title, Outline, Cards. Impromptu Speech.

**Week V (23 October): Mid-Term I**

**Week VI (30 October):** Informative Speech

**Week VII (6 November):** Informative Speech

**Week VIII (13 November):** Informative Speech

**Week IX (20 November):** How-to Speech

**Week X (27 November):** How-to Speech

**Week XI (4 December):** How-to Speech

**Week XII (11 December):** Persuasive Speech

**Week XIII (18 December):** Persuasive Speech

**Week XIV (25 December):** Persuasive Speech

**Coursebook:**

There are various public speaking books that the students are welcome to use at Hacettepe and Bilkent libraries. Also, the instructor will provide certain materials which will be used as examples during class discussions.

**Method of Instruction:**

The course will be conducted through lectures where theoretical information is concerned. Yet, the majority of the class hours will be devoted to oral practice and presentations that have been previously assigned to the students.

**Requirements:**

The students are expected to take part in all class activities like drills and oral exercises. The students are expected to give impromptu, informative, how-to and persuasive speeches. More than 11 hours of absence will result in F1.

**Assessment:**

<b>Mid-term Exam I:</b>	20%
<b>Mid-term Exam II:</b>	30%
<b>Final Exam:</b>	50%

The students will be receiving marks for all types of written and oral work they do such as drills, presentations, outlines, cue cards etc. There will be a mid-term exam (written) on the theoretical information that is to be discussed in the first weeks. The second mid-term exam (oral) will be the average of the informative and how-to speeches and also of class participation. For the final exam, the students are expected to deliver a persuasive speech. In the grading of the exams up to 25% of the total mark will be taken off for grammatical and writing mistakes. Also students who get less than 50/100 in the final exam will automatically fail the course no matter how high their midterm results are.