

<b>ANTALYA BİLİM UNIVERSITY SCHOOL OF FOREIGN LANGUAGES</b>	
<b>SYLLABUS INFORMATION</b>	
<b>Course</b>	ACE 103 Presentation Skills
<b>Credits</b>	3 Credits, 3 ECTS
<b>Instructor</b>	
<b>Term</b>	Fall/Spring Semester
<b>Prerequisite</b>	B2 Level English Proficiency from related exam
<b>Co-requisite</b>	None
<b>Course Hours &amp; Classroom</b>	
<b>CONTACT</b>	
<b>Office</b>	A2-18
<b>Email</b>	
<b>Office hours</b>	By appointment
<b>Other Information</b>	Announcements will be made in class or via e-mail.
<b>COURSE INFORMATION</b>	
<b>Course Description</b>	This course is designed to help students improve their English language skills by immersing them in the four key language components: listening, speaking, reading and writing. The course includes learning activities that aim to improve the students' English-language competencies which will be conducted within the scope of the related topics. Course quota is set up to 30 max.
<b>Course Objectives</b>	<p>The purpose of the course is to strengthen reading, listening, writing, and speaking skills of the students to help them carry out their undergraduate studies.</p> <p>The below stated learning outcomes will be achieved through the course content stated in the course outline by immersing students in the four key language components: reading, listening, speaking, and writing.</p> <ul style="list-style-type: none"> <li>• Demonstrate comprehension of reading texts and lectures by analyzing the gist and details.</li> <li>• Demonstrate an understanding and usage of academic vocabulary and language.</li> <li>• Develop speech conventions commonly used in English by producing short conversations &amp; discussions.</li> <li>• Develop basic presentation skills with a focus on meaningful information, organization and engaging delivery</li> <li>• Use functional, fluent and accurate language to express ideas and negotiate solutions both in spoken and written forms</li> </ul>
<b>Required Texts &amp; Materials</b>	Visual, textual and audio materials and handouts will be selected by the course instructor in cooperation with the School of Foreign Languages. This course does not require students to buy a course book.

<b>Assessment method and criteria</b>	<b>Assessment Method</b>													<b>Effects on Grading</b>	
	Midterm (Written Exam)													20 %	
	Final (Persuasive Speech)													40 %	
	Project (Informative Speech)													20%	
	Assignments													10%	
Participation													10%		
<b>Make-up Exams</b>	<p>No make-up exam will be given unless student,</p> <ul style="list-style-type: none"> <li>provides a medical report that proves his/her incapacity to attend the exam</li> <li>provides the death certificate of a relative who is 3rd degree at most</li> <li>proves to be in custody for the time of the exam</li> <li>proves to be officially assigned by the university or other governmental bodies</li> <li>provides a legitimate document for the presentations</li> <li>A make-up exam for the midterm and the final exam is granted if a student provides a legitimate document to the faculty secretary. Only after the faculty administration approves the document can the student have a make-up exam. Students will be informed of the midterm and the final exam date and time.</li> </ul> <p>For further information, please refer to the Make-up Exam legislation (In Turkish) <a href="https://admin.antalya.edu.tr/files/418/Y-Y-0013-Mazeret_Snav_Yonergesi-13_12_2017.pdf">https://admin.antalya.edu.tr/files/418/Y-Y-0013 - Mazeret Snav Yonergesi - 13 12 2017.pdf</a></p>														
<b>Declaration of Grades</b>	Declaration of grades will be made via university system <a href="https://ubs.antalya.edu.tr/">https://ubs.antalya.edu.tr/</a>														
<b>Class Attendance</b>	Attendance in classes is compulsory. Students attending less than 70% of the sessions will not normally be permitted to register for the written examination(s) and thus will not be able to complete the degree. Active participation and consistent attendance will play a highly crucial role in the success of the course. <b>Those students who fail to attend 70% of the classes will receive an 'FX' grade and they will have to repeat the course.</b>														
<b>Grading Policy</b>	<b>Total points</b>	-	95-100	85-94	80-84	75-79	65-74	60-64	55-59	50-54	45-49	40-44	0-39		
	<b>Letter Grade</b>	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	F		
Passing grade is C-.															
<b>Late Work</b>															
<b>Class Citizenship</b>	<ul style="list-style-type: none"> <li>Students' behavior should not interfere with or disrupt class activities. Therefore, students are expected to arrive class on time and stay for the entire class period. Random arrivals and exits are disrespectful and distracting and lead to attendance failure.</li> </ul>														

	<ul style="list-style-type: none"> <li>Students are expected to attend and <i>professionally</i> complete all in-class assignments, tasks, quizzes, and presentations on the specified dates.</li> <li>It is important that students are respectful towards instructors and fellow classmates (That includes verbal and physical behavior as well as language used in email and phone messages). Hate speech, racist comments and discrimination activities are NOT permitted and are punished according to ABU's rules.</li> </ul>
<b>Academic Honesty</b>	<p>All university, college, and department policies on academic honesty will be strictly enforced. The usual consequences of academic dishonesty are failure of the course and referral of the case to the Dean of the College for additional disciplinary action.</p> <p>For further information, please refer to the disciplinary action legislation (In Turkish):  <a href="https://www.yok.gov.tr/Sayfalar/Kurumsal/mevzuat/yok_ogrenci_disiplin_yonet.aspx">https://www.yok.gov.tr/Sayfalar/Kurumsal/mevzuat/yok_ogrenci_disiplin_yonet.aspx</a></p>
<b>Syllabus Policies and Procedures</b>	<p>Please see the detailed course schedule at the end of this syllabus. The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Instructor. Changes will be announced in class. If a student misses class, the student is still responsible for these changes.</p>
<b>Communication</b>	via e-mail

TENTATIVE WEEKLY PLAN*	
WEEK	CHAPTER TOPIC
Week 1	Introduction to the Course Course Components & Course Content Requirements & Assessments
	Ice breaking activities Making a mini presentation about oneself What is public speaking? Principles of public speaking
Week 2	Importance of past Talking and writing about past experiences Ted Talk 1: A life lesson from a volunteer firefighter by Mark Bezos Reading: Keynote Advanced: Unit 6 The parable of the stones Group work (Cutting Edge.P28 Tell a story from two points of view) Talk about a past experience of yourself/your friend Game: Tell me your alibi
	Presentation Skills: Being authentic Ethical principles for public speaking Description skills Comparing and contrasting past and present
Week 3	Importance of future Speculating about future events Neuralink project 1: <a href="https://www.youtube.com/watch?v=2GWeX5Ytk44">https://www.youtube.com/watch?v=2GWeX5Ytk44</a> Neuralink project 2: <a href="https://www.youtube.com/watch?v=CLUWDLKAF1M">https://www.youtube.com/watch?v=CLUWDLKAF1M</a> Ted Talk on augmented reality: Keynote Advanced Unit 12 The future Reading: Grammar in Context 3 (B2-C1) Texas Silesian: Will it survive? Group work: Design a gadget and present it Group work: Creating designs on future of money, technology, human beings, food, housing, education, advertising, health etc.

Presentation Skills: Beginning and ending presentations  
Topic selection (Informative speech)  
Conditionals, cause and effect  
Introduction to informative speech

<b>Week 4</b>	Trends and movements Ted Talk: Less staff more happiness by Graham Hill (Keynote advanced unit 1) Reading: Keynote Upper Intermediate Unit 11 Slow Food Movement Group work: Identify a trend/movement and talk about it &Mini presentations about trends in different fields
	Presentation Skills: Organizing and outlining the speech body Watching and analyzing informative speech videos Analyzing trends and discussing advantages and disadvantages of them Public speech apprehension
<b>Week 5</b>	Sustainability Discussing sustainable solutions in fields such as architecture, engineering, economics etc. Ted Talk: Climate change: A Creative Approach To Climate Change by Finnegan Harries Reading: Reading explorer 3 B2: City of the future Group work: Work on sustainability in department specific groups
	Presentation Skills: Body movement and gestures Watching and analyzing informative speech videos Note taking skills Summarizing skills
<b>Week 6</b>	Food and drinks Ted Talk: 21th Cent. B2-C1 Unit 7 How food Shapes Our cities Reading: Keynote Advanced Unit 4 The man's meat (reading on food brands) Group work: a mini presentation about a traditional food of a country Graph interpretation
	Presentation Skills: Engaging with your audience Watching and analyzing informative speech videos Informative speech- rehearsals
<b>Week 7</b>	Informative speech presentations
<b>Week 8</b>	Midterm / Written Exam
<b>Week 9</b>	Communication Importance of good communication skills; written and oral communication; communication on social media Ted Talk: 21th Cent.B2: Txtng is killing language. JK!! Reading: 21th Cent.B2: Unit 6 The death of writing Group work: Small talk
	Introduction to persuasive speech Monroe's motivated sequence Topic selection (persuasive speech) Watching and analyzing persuasive speech videos
<b>Week 10</b>	Social Issues Discussing social issues such as poverty, overpopulation, and inequality Ted Talk 1: The good news on poverty by Bono 21th Cent. B2-C1: Unit 5 Reading: 21th Cent. B2-C1: Unit 5 Living on a dollar a day Group work: Design a project for a social problem
	Beginning and ending persuasive speech Monroe's motivated sequence Watching and analyzing persuasive speech videos
<b>Week 11</b>	Money Financial Literacy Video: A Simple Japanese Money Trick to Become 35% Richer (Brightside) Reading: Reading explorer 4 B2/C1: The rise of virtual money Group work: Would you like to be paid in bitcoin? Why/why not? Persuasive speech.
	Organizing and outlining persuasive speech Monroe's motivated sequence Watching and analyzing persuasive speech videos

<b>Week 12</b>	Health and well being & stress Ted Talk: How to succeed get more sleep (21th Cent.B2) Reading: 21th Cent.B2 Unit 2 Are you sleeping enough? Group work: Identify the risks to people's well being and find solutions & working on stress management
	Persuasive speech rehearsals Getting and giving feedback for the presentations
<b>Week 13</b>	Final Presentations (Persuasive Speech)
<b>Week 14</b>	Final Presentations (Persuasive Speech)

*(\*) The plan above is tentative and subject to change at discretion of instructor. All changes will be announced in class or via university email.*