

ANTALYA BİLİM UNIVERSITY SCHOOL OF FOREIGN LANGUAGES	
SYLLABUS INFORMATION	
Course	ACE 104 Communication Skills
Credits	3 Credits, 3 ECTS
Instructor	Ebru Şeyda Toraman
Term	Spring Semester
Prerequisite	B2 Level English Proficiency from related exam
Co-requisite	None
Course Hours & Classroom	Tuesday: 10:00 – 12:50 (A2 – 94) Thursday: 10:00 – 12:50 (A2 11/12)
CONTACT	
Office	A2-18
Email	ebru.toraman@antalya.edu.tr
Office hours	By appointment
Other Information	Announcements will be made in class or via e-mail.
COURSE INFORMATION	
Course Description	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 Objectives	<p>The purpose of the course is to strengthen the 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"> • Demonstrate comprehension of reading texts and lectures by analyzing the gist and details. • Demonstrate an understanding and usage of academic vocabulary and language. • Develop speech conventions commonly used in English by producing short conversations & discussions. • Develop basic presentation skills with a focus on meaningful information, organization, and engaging delivery. • Use functional, fluent, and accurate language to express ideas and negotiate solutions both in spoken and written forms.
Required Texts & Materials	Visual, textual, and audio materials will be selected by the course instructor to help students with their academic reading and writing skills.

	<ul style="list-style-type: none"> Students are expected to attend and <i>professionally</i> complete all in-class assignments, tasks, quizzes, and presentations on the specified dates. 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.
Academic Honesty	<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): https://www.yok.gov.tr/Sayfalar/Kurumsal/mevzuat/yok_ogrenci_disiplin_yonet.aspx</p>
Syllabus Policies and Procedures	<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>
Communication	via e-mail

SYLLABUS

WEEK	TOPIC
Week 1 (03-07 Feb.)	INTRODUCTION TO COMMUNICATION SKILLS
Week 2 (10-14 Feb.)	HISTORY OF COMMUNICATION TASK 1 – TV REPORTING
Week 3 (17-21 Feb.)	CLASSIFICATION OF COMMUNICATION TASK 2 – INVENTIONS / ADVERTISEMENT
Week 4 (24-28 Feb.)	ORAL COMMUNICATION TASK 3 – SURVEY / QUESTIONNAIRE
Week 5 (03-07 March)	WRITTEN COMMUNICATION TASK 4 – WRITING E-MAILS AND COVER LETTERS
Week 6 (10-14 March)	NON-VERBAL COMMUNICATION TASK 5 – CULTURAL DIFFERENCES - ROLEPLAY
Week 7 (17-21 March)	PARALANGUAGE TASK 6 - PANDOMIMES
Week 8 (24-28 March)	MIDTERM WEEK NO CLASSES
Week 9	31st March & 1st April is Ramadan Holiday

(31 Mar. - 4 April)	BARRIERS TO COMMUNICATION TASK 7 – A BROCHURE ON THE PSYCHOLOGICAL ASPECTS AND SOLUTIONS
Week 10 (07-11 April)	LISTENING SKILLS (COPING WITH PROBLEMATIC SITUATIONS) TASK 8 – CALL CENTER ROLE PLAY
Week 11 (14-18 April)	WRITTEN COMMUNICATION TASK 9 – PREPARING AN EFFECTIVE CV
Week 12 (21-25 April)	23rd April Wednesday is a National Holiday COMMUNICATION IN BUSINESS TASK 10
Week 13 (28 April-02 May)	1st May Thursday is a holiday COMMUNICATION IN BUSINESS TASK 10 (CONT'D)
Week 14 (05-09 May)	PANEL DISCUSSION
Week 15 (12-16 May)	REVISION
Week 16-17 (19-30 May)	19th May Monday is a National Holiday FINALS / NO CLASSES

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