

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 immers them in the four key language components: listening, speaking, reading, and writing. course includes learning activities that aim to improve the students' English-languace competencies which will be conducted within the scope of the related topics.						
Course Objectives	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. 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. • 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.						



Assessment method and percentages	TASKS (30%) PANEL DISCUSSION (%10) MIDTERM (%20) FINAL EXAM (40%)												
	Weekly Assignments & Active Participation in Class Activities (10%): Students are												
	required to participate in the in-class activities (reading, listening, speaking & writing), and												
	upload their assignments onto the LMS. Late submissions are not accepted.												
	The use of any kind of electronic devices during the exam will be treated as cheating												
	and disciplinary action will be taken.												
	No mak	e-up	exam w	vill be g	iven unl	ess the	stude	ent,					
	•	prov	des a n	nedical	report t	hat prov	ves his	s/her ind	capacity	/ to atte	nd the e	xam	
	•	prov	des the	death	certifica	te of a	relativ	e who is	s 3rd de	egree at	most		
	proves to be in custody for the time of the exam												
Make-up Exams	•	prov	es to be	official	lly assig	ned by	the ur	niversity	or othe	er gove	nmenta	l bodies	
	 provides a legitimate document for the presentations 												
	•	A ma	ake-up e	exam fo	r the mi	dterm a	and the	e final e	xam is	granted	l if a stu	dent pro	vides
		a leg	itimate	docum	ent to th	ne facul	ty sec	retary.	Only af	ter the	faculty a	administr	ation
	approves the document can the student have a make-up exam. Students will be												
		infor	med of	the mid	term an	d the fi	nal ex	am date	e and tin	ne.			
	For further information, please refer to the Make-up Exam legislation (In Turkish)												
	https://admin.antalya.edu.tr/files/418/ Y-Y -0013 - Mazeret S nav Yonergesi -												
	_13_12	201	7.pdf										
Declaration of Grades	Declaration of grades will be made via university												
	system https://ubs.antalya.edu.tr/												
Class Attendance	Attenda	nce i	n classe	es is co	mpulso	ry. Stud	lents a	attendin	g less t	han 70°	% of the	session	ıs will
		-	•		_							ill not be	
	to complete the degree. Active participation and consistent attendance will play a highly												
	crucial role in the success of the course. Those students who fail to attend 70% of the classes will receive an 'FX' grade and they will have to repeat the course.												
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Grading Policy	Total points	-	95- 100	85- 94	80- 84	75- 79	65- 74	60- 64	55- 59	50- 54	45- 49	40- 44	0- 39
	Letter Grade	A +	Α	A-	B+	В	B-	C+	С	C-	D+	D	F
	Grade	Т											
	Passing												
Late Work	Late su												
Class Citizanali's	Students' behavior should not interfere with or disrupt class activities. Therefore,												
Class Citizenship	students are expected to arrive at class on time and stay for the entire class period. Random arrivals and exits are disrespectful and distracting and												
						are disi	espec	ctful and	ı distrac	ting an	a		
		iead	to atten	uance	ialiure.								



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nents,						
mates						
ail and						
es are						
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.						
For further information, please refer to the disciplinary action legislation (In Turkish):						
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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						
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SYLLABUS		
WEEK	TOPIC	
Week 1	INTRODUCTION TO COMMUNICATION SKILLS	
(03-07 Feb.)		
Week 2	HISTORY OF COMMUNICATION	
(10-14 Feb.)	TASK 1 – TV REPORTING	
Week 3	CLASSIFICATION OF COMMUNICATION	
(17-21 Feb.)	TASK 2 – INVENTIONS / ADVERTISEMENT	
Week 4	ORAL COMMUNICATION	
(24-28 Feb.)	TASK 3 – SURVEY / QUESTIONNAIRE	
Week 5	WRITTEN COMMUNICATION	
(03-07 March)	TASK 4 – WRITING E-MAILS AND COVER LETTERS	
Week 6	NON-VERBAL COMMUNICATION	
(10-14 March)	TASK 5 – CULTURAL DIFFERENCES - ROLEPLAY	
Week 7	PARALANGUAGE	
(17-21 March)	TASK 6 - PANDOMIMES	
Week 8	MIDTERM WEEK	
(24-28 March)	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	LISTENING SKILLS (COPING WITH PROBLEMATIC SITUATIONS)
(07-11 April)	TASK 8 – CALL CENTER ROLE PLAY
Week 11	WRITTEN COMMUNICATION
(14-18 April)	TASK 9 – PREPARING AN EFFECTIVE CV
Week 12	23 rd April Wednesday is a National Holiday
	COMMUNICATION IN BUSINESS
(21-25 April)	TASK 10
	1 st May Thursday is a holiday
Week 13	COMMUNICATION IN BUSINESS
(28 April-02 May)	TASK 10 (CONT'D)
Week 14	PANEL DISCUSSION
(05-09 May)	
WeeK 15	REVISION
(12-16 May)	
Week 16-17	19 th May Monday is a National Holiday
(19-30 May)	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.