



TED UNIVERSITY
FACULTY OF EDUCATION

Department of Foreign Language Education

ELEP 107_01 Oral Communication Skills 1
(ELE 204 _01 Oral Communication Skills)
Fall (2021-2022)

Instructor: Dr. Arzu Kanat-Mutluoğlu

Course hours: Friday 11.00-12.40

Classroom: G105

Credits: 2 TEDU Credits, 2 ECTS

Course web-site: <https://lms.tedu.edu.tr> → ELEP
107

Office hours: Monday 16.00-17.00

Tuesday 9.00-10.50

Do not forget to get an appointment! – The meeting will be on Zoom.

Office: GB18

Contact: arzu.kanatmutluoglu@tedu.edu.tr

Office Phone: (90)-312-585-0415

Course description: This course is specifically designed to highlight effective use of English in a variety of communication-oriented activities that require clarity of expression and critical assessment of other's positions. Some of the communication-oriented speaking activities this course offers are: discussions, individual and pair (informative and persuasive) presentations. While working on these activities, students can have the opportunity to learn the appropriate use of both formal and informal English language with the active use of technology including audio-visual aids and techniques.

Objectives: This course aims to have students:

- increase awareness for the importance of effective communication strategies in English.
- improve listening skills and strategies of students in academic and colloquial English.
- improve speaking skills of students and assist them to revise English language needed to participate in discussions, and to deliver presentations.
- integrate reading and speaking skills and employ an appropriate and effective range of verbal and non-verbal skills in a variety of situations.
- help students build confidence in terms of using English language appropriately in the critical analysis of others' speeches and the delivery of group and individual speeches.

Learning outcomes

Upon successful completion of this course, a student will be able to:

1. participate in conversational English
2. demonstrate interaction skills such as negotiating, repairing, opening and closing conversations.
- 3) build formal and informal vocabulary, including figurative language and idiomatic usage of English.
- 4) develop rhetorical speaking skills and critical thinking skills, an understanding of basic phonetics, and an increased fluency in varieties of spoken English.
- 5) speak with sufficient accuracy and fluency to facilitate comprehension in professional and academic situations.
- 6) participate in formal and informal discussions by explaining and supporting their opinions

Course Requirements and Assessment Tools

Following assignments will help you demonstrate your achievement of the learning objectives for this course:

1. **Hands-on works (20%):** The students usually will be asked to work either individually or in pairs/groups during the class hours to connect the theory and practice. The overall participation into any hands-on works assigned by the lecturer will be recorded and summed in the end to have part in the final grade of the students.
2. **Mid-term exam (30%):** In the middle of the semester, the students will be announced to attend a pre-arranged meeting/interview in pairs (with their assigned partners) with the lecturer and an observer. The lecturer will ask two or three questions to each pair to hear their individual opinions, desires, likes and dislikes etc.
3. **Recording an informative speech (20%):** Before the final project of the course, the students will be asked to record 2-3 minute-long informative speech about a movie they like most.
4. **The “city” to be named after presentation (30%):** The students enrolled in the class will be asked to prepare a 5-minute-long presentation about a city (any city all around the world) they mean something to themselves, and they would choose this city if they asked to be named after (salute to the fans of LCDP©). The detailed guidelines will be shared with the students.

Course Materials

A selection of listening materials in audio and video format will be used as course materials. These will include movies, daily news videos, original debates/discussion samples and academic lectures. Selected texts will serve as lead-ins to discussions. Each audio or video material will be supported with a relevant reading text that will help students to internalize the topic of the activity. Presentation content and materials are designed to help students improve their oral communication skills they will need in different settings and contexts with different audiences.

Further & Useful Readings & Sourcebooks:

Metcalf, S. (2012). *Cengage advantage books: Building a speech*. Cengage Learning.

Powell, M. (1996). *Presenting in English*. LTP Business.

Yates, J. (2016). *Practice makes perfect: English conversation*. McGraw Hill Education.

Student Workload (Total 50 Hrs)

Lectures	8 hrs
Hands on Activities	20 hrs
Resource reviews/Readings	8 hrs
Assignments & Tasks	14 hrs

Planned Learning Activities & Teaching Methods

Telling/Explaining	Discussion/Debate	Questioning	Reading	Brainstorming
Demonstrating	Collaborating	Web Searching		

COURSE POLICIES

I. TED University Code of Academic Integrity

TED University takes academic integrity seriously. Please read through the entire code acquaint yourself with how violations are defined! Entire code might be found at the following link: <https://student.tedu.edu.tr/en/student/principles-of-academic-integrity>

II. Attendance

You are expected to attend class on a regular basis, to be on-time, and to participate fully in class discussions and activities. The TEDU policy concerning attendance will be followed strictly.

III. Missed Work

If you miss a class, you are responsible for all work missed. An assignment is due on the specified date even if you are absent from class, unless your absence is a TED University-approved excuse. In the latter case, arrangements should be made with me beforehand concerning an alternative due date. If classes are cancelled due to certain circumstances, assignments are due the same week that the campus is re-opened.

IV. Late Assignment Submission Policy

Each assignment is to be turned in on time. Arrangements for accepting late assignments will be made only in unusual circumstances (e.g., major illness, death of loved one), and only if you are able to provide documentation to support your excuse. In all other cases, there will be a 10% point-reduction per day for late work, and work will not be accepted if it is three or more days late.

V. Extra Credit There is no rewriting in this course. The instructor may keep the right to provide extra credits to the ones who are active in the classroom discussions.

VI. Assignment Rules

All assignments handed in must be typed and prepared in APA style! Electronic submissions (e.g., attachments via e-mail or on a disc) will not be accepted. Please use 12 point type, double space your text, use standard margins, and insert page numbers on the top right hand corner of each page. All assignments must be submitted with a cover page which includes students' full names, ID numbers, title of assignment, and date. And, please use spell-check and proofread as points might be deducted for an excessive number of careless errors.

VII. Plagiarism

a. Plagiarism is a form of dishonesty that occurs when a person passes off someone else's work as his or her own. This can range from failing to cite an author for ideas incorporated into a student's paper to cutting and pasting paragraphs from different websites to handing in a paper downloaded from the internet. All are plagiarism.

b. All parties to plagiarism are considered equally guilty. If you share your coursework with another student and s/he plagiarizes it, you are considered as guilty as the one who has plagiarized your work, since you enabled the plagiarism to take place. Under no circumstances should a student make his her coursework available to another student unless the instructor gives explicit permission for this to happen. Copying someone's work is an extreme and straightforward act of plagiarism. More commonly, however, students plagiarize without realizing they are doing so. This generally happens when a student fails to acknowledge the source of an idea or phrasing. Avoid plagiarism by citing sources properly! (Sign a contract for "Plagiarism" dishonesty at the onset of the term.)

VIII. Cheating

You may neither receive help from nor give help to others during an in-class exam. During exams, you may not leave the room, talk, or use dictionaries, translators, cell phones or programmable calculators. And please keep your eyes on your own work.

IX. Class Participation

Class participation is an integral part of this course. Classes may involve interactive lectures, small group discussions and activities, concept mapping, case studies, audiovisuals, video presentations, class presentations, handouts, written assignments, exams, library/web research projects and journals.

X. Class Readings

Please read the assigned readings prior to class so that you may participate fully in the discussion. All readings may not necessarily be discussed directly in class, but it is assumed that you will have read the materials so that it may serve as a jumping off point for discussion.

XI. Announcements All announcements will be sent to your e-mail address through Moodle. It is your responsibility to keep your e-mail address operative all times. Check your e-mail address regularly in order to be informed.

XII. STUDENT SERVICES INFO:

o Specialized Support and Students with Disabilities

Students who may require specialized support due to a disability affecting mobility, vision, hearing, learning, mental or physical health should consult with Specialized Support and Disability Coordinator,

Asst. Prof. Emrah Keser E-mail: emrah.keser@tedu.edu.tr, or visit the website at <https://www.tedu.edu.tr/tr/main/engelsiz-tedu>

o Student Counseling Centre

The Student Counseling Centre is a service mandated with providing crisis intervention and supportive listening services to the campus community. A major part of fulfilling that mandate is raising awareness of our service so that students know they are never alone in dealing with problems. For further information and/or questions, you can contact Sıla Deniz Beyarslan, sdeniz.beyarslan@tedu.edu.tr, Office 165, or visit SCC website at <http://csc.tedu.edu.tr>

o TEDU COPeS

TED University Coronavirus Psychosocial Support Team was established in order to facilitate coping with the psychological, social, familial, academic, and professional difficulties that may arise due to adverse conditions associated with COVID-19 pandemic for TEDU students and employees. TEDU COPeS aims to provide psychosocial support for TED University students and employees during the coronavirus outbreak. To this end, the team aims to provide support at the early stages of a possible crisis, activate and strengthen your coping strategies, and provide information on support resources. For further information and/or questions, visit their website at <https://copes.tedu.edu.tr/>

GRADING

Your grade points will be tabulated and evaluated using the following scale in order to determine the final course grade:

		Percentage Scores	Grade Points	Letter Grades
Hands-on works	20 %	100-90	4.00	AA
Mid-term Interview	30 %	89-85	3.50	BA
Recording an informative speech	20 %	84-80	3.00	BB
Individual Presentation	30 %	79-75	2.50	CB
<i>*Lecturer keeps the right to provide extra credits based on your performances during the courses such as taking role in class discussions.</i>		74-70	2.00	CC
		69-60	1.50	DC
		59-50	1.00	DD
		49-0	0.00	F
		Absent & Unsuccessful	0.00	FX

Learning Outcomes Matrix

The following assignments will help you demonstrate your achievement of the learning objectives for this course:

Assessment Methods	Learning Outcomes
Hands-on works	#1#2
Mid-term Interview	#1#2 #3#4
Recording an informative speech	#1#2 #3#4
Individual Presentation	#1#2 #3#4

Daily Schedule (Tentative)

Weeks Date	Topics	Assigned Readings/Tasks
Week 1 October 8	- Introduction to the course o Getting to know each other, setting the terrain, introducing the syllabus	- Work on syllabus and share your comments.

	- Introducing yourself and others	
Week 2 October 15 *Add-drop	20-Minute Lecture: <i>Expressing opinions, likes and dislikes in conversation</i> Topic of the Week: Being yourself <ul style="list-style-type: none"> Guided discussion in pairs/groups 	Read: How to Maintain Friendships - The New York Times (nytimes.com) OR Why Can't I Keep Friends? SocialPro (socialpronow.com)
Week 3 October 22	Topic of the Week: Making and keeping friends <ul style="list-style-type: none"> Reporting what you got from the reading to your partner Group discussion on making and maintaining friends 	Watch: Somebody Feed Phil – S2E1:New York and S3E3: London on Netflix Search: Turkish cuisine
Week 4 October 29	October 29-The Republic Day of Turkey No Class	
Week 5 November 5	20-Minute Lecture: <i>*Describing people, places, things & Narrating a story</i> Topic of the Week: Different cuisine all around the world <ul style="list-style-type: none"> Reporting the food served in New York and London showed in Somebody feed Phil. Guided discussion in pairs/groups 	Watch: Awakenings (1990) or The Blind Side (2009) Read: Oliver Sacks - Awakenings: In Real Life. For my family, the 1990 drama is not... by Dan Cohen The Outtake Medium Or Michael Oher - The True Story of Michael Oher and 'The Blind Side' - Biography
Week 6 November 12	Topic of the Week: Movie Reading – Narrating the true story of Oliver Sack sand Michael Oher <ul style="list-style-type: none"> Group/Classroom Discussion on true story based movies. 	
Week 7 November 19	Mid-term Exam: Interviews with the lecturer in pairs	* <i>Be ready before the time of your interview at the place being announced.</i>
Week 8 November 26	20-Minute Lecture: <i>Making a case or arguing point & Challenging other points of view</i> Topic of the Week: Crime and punishment <ul style="list-style-type: none"> Guided discussion in pairs/groups 	* <i>The assignment of groups for the classroom debate: Is social media good or bad?</i> Search: The effect of social media in our life and in future Watch: Blackmirror S3E1: Nosedive
Week 9 December 3	Topic of the Week: The effect of social media in our life and in future <ul style="list-style-type: none"> Classroom Debate: One Group for Social media & One Group Against 	<i>#Recording the informative speech: Details will be provided. Due Date: December 28</i>

Social media		
Week 10 December 10	<p>20-Minute Lecture: Expressing doubts and uncertainty & Asking for clarification & Interrupting and handling questions</p> <p>Topic of the Week: Story Chain</p> <ul style="list-style-type: none"> Guided discussion in pairs/groups 	<p>Search: The outbreaks and pandemic</p> <p>Watch: Explained: Pandemic</p> <p>Watch: Bill Gates: The next outbreak? We're not ready TED Talk</p>
Week 11 December 17	<p>Topic of the Week: The outbreaks and pandemic & Vaccine</p> <ul style="list-style-type: none"> Classroom Discussion for the role of the pandemic 	<p>Search: The current rate of plastic surgery; The reasons of desire to change</p>
Week 12 December 24	<p>40-Minute Lecture: <i>Effective presentation techniques</i></p> <p>Topic of the Week: Change – Plastic surgery</p>	<p><i>#Submit your recording of informative speech</i></p> <p><i>*Providing the details of the “city” presentations</i></p>
Week 13 December 31	<p>New Year’s Eve – Happy New Year</p> <p>Individual and informative presentations</p>	
Week 14 January 7	<p>Individual and informative presentations</p> <p>Put it all together/Summary of the term</p>	

*This syllabus and schedule might be subject to change in accordance with the recent updates related to COVID 19 Pandemic.

Last updated: 10/7/2021