**GAU, Faculty of Humanities**

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| **Course Unit Title/Ders Adı** | Effective Communication Skills |
| **Course Unit Code/Ders Kodu** | ELIT111 |
| **Type of Course Unit/Ders statüsü** | Compulsory/Freshmen |
| **Level of Course Unit/Ders seviyesi** | BA |
| **National Credits/Ulusal kredi** | 3 |
| **Number of ECTS Credits Allocated/AKTS değeri** | 6 ECTS |
| **Theoretical (hour/week)/Haftalık teorik ders saati** | 3 |
| **Practice (hour/week)/Uygulama durumu** | - |
| **Laboratory (hour/week)/Laboratuvar durumu** | - |
| **Year of Study/ Dersin yılı** | 1 |
| **Semester when the course unit is delivered/Ders dönemi** | Fall |
| **Course Coordinator/Ders koordinatörü** | - |
| **Name of Lecturer (s)/Ders sorumlu öğretim elemanı** | - |
| **Name of Assistant (s)/Asistan adı** | - |
| **Mode of Delivery/Dersin işlenişi** | Face to face |
| **Language of Instruction/Dersin dili** | English, Presentations, Individual, Pair, and Group Activities, Classroom Debate |
| **Prerequisities and co-requisities/Dersin ön koşulu** | - |
| **Recommended Optional Programme Components/Önerilen opsiyonel program unsurları** | - |
| **Objectives of the Course/Dersin amacı** |
| * Through communication skills students can become more successful in their social and professional life. Therefore, to help students achieve this goal, this course offers a variety of communication-oriented activities including classroom discussion, individual oral presentations, pair and group activities, and panel discussions. It aims to provide students with the opportunity to improve their oral competence by developing listening and speaking skills and language use in both formal and informal situations. The course seeks to equip students with the necessary skills to become successful communicators in settings such as interpersonal (face-to-face) communication, small-group (face-to-face with a few), and public speaking (one to many).
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| **Learning Outcomes/Öğrenme çıktıları** |  |
| When this course has been completed the student should be able to | Assesment |
| 1 |  to achive the ability to express oneself with ease and fluency in different situations | 1,2 |
| 2 | to gain the ability to interact with other people in small and medium-sized groups | 1,2 |
| 3 |  to develop the ability to give short presentations in class in order to gain self-confidence required of a teacher facing a class of students; | 1,2 |
| 4 |  to be able to engage in group discussions | 1,2 |
| 5 |  interact with others in English in various situations with fluency and confidence | 1,2 |
| 6 | speak confidently in front of small/large audiences | 1,2 |
| 7 |  behave in an appropriate ways when engaging in group discussions | 1,2 |
| 8 | Ability to become an effecftive communicators | 1,2 |
| *Assesment Methods*: 1. Exam, 2. Assignment 3. Project/Report, 4. Presentation, 5 Lab.Worak*Değerlendirme Metodu*: 1. Sınav, 2. Ödev, 3. Proje, 4. Sunum, 5. Lab work |
| **Course’s Contribution to Program/Dersin Programa Katkıları** |
|  | CL/KS |
| 1 | Have gained an in-depth knowledge of different linguistic components of the English language | 2 |
| 2 | Be familiar with different theories, methods, and techniques of teaching English as a foreign language; | 4 |
| 3 | Be able to teach EFL learners of varying ages effectively in all components of language: speaking, listening, reading, and writing; | 3 |
| 4 | Be able to assess English language learners in different language skills; | 2 |
| 5 | Be able to create, evaluate, and use English language teaching materials; | 2 |
| 6 | Be able to critically evaluate the existing language proficiency exams; | 2 |
| 7 | Be able to participate and be sufficiently understood in academic discourse; | 3 |
| 8 | Be able to apply academic learning strategies such as note-taking, reading, and oral communication strategies in real life situations; | 3 |
| 9 | Be able to make efficient and appropriate behavior management decisions in the classroom; | 2 |
| 10 | Be able to analyze literary texts to integrate them into their teaching; | 3 |
| 11 | To be able to effectively manage group dynamics, time, space and materials; | 2 |
| 12 | To have gained familiarity with basic principles of guidance and the relevant practical applications; | 2 |
| 13 | Be able to conduct and use research and document sources properly; | 3 |
| 14 | Be able to apply the knowledge and skills they have gained during their four year studies at GAU to their teaching career. | 3 |
| *CL (Contribution Level)*: 1.Very Low, 2.Low, 3.Moderate, 4.High, 5.Very High*Katkı seviyesi(KS)*: 1. Çok düşük, 2. Düşük, 3. Orta, 4. Yüksek, 5. Çok yüksek |
|  **Course Contents/Ders İçeriği** |
| Week/**Hafta** |  |  | Exam**s/ Sınavlar** |
| 1 |  |  Introduction to the course  |  |
| 2 |  | Definition and Importance of Oral Communication |  |
| 3 |  | Animal communication systems Vs. human language |  |
| 4 |  |  Transactional vs Interactional Functions of language |  |
| 5 |  | Main elements of communcation, Introducing self and others |  |
| 6 |  | Factors affecting oral communication; Greetings and Farewell Expressions |  |
| 7 |  | Barriers to oral communication; Accepting and refusing an offer |  |
| 8 |  | MIDTERM | **Mid-term**  |
| 9 |  | Class discussion: Tolerance/Lack of Tolerance; Apologies |  |
| 10 |  | Advantages and disadvantages of living in big cities |  |
| 11 |  | Assimilation vs integration |  |
| 12 |  | How to become a better listener; How to accept or reject an invitation |  |
| 13 |  | The importance of clear pronunciaiton in oral communcation;Compliments and response to compliments |  |
| 14 |  | How to make and refuse a request |  |
| 15 |  |  | **Final** |
| **Recommended Sources/Önerilen kaynaklar** |
| **Textbook/Ders kitabı:****Main textbook:** Effective Communication Skills 2010, available the on e-learning |
| **Assessment/Değerlendirme** |
| Attendance/Derse devam | 5% |  |
| Homeworks/Ödevler | 20% |  |
| Midterm Exam/Vize sınavı | 35% |  |
| Final Exam/Final sınavı | 40% |  |
| Total | 100% |  |

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| **ECTS Allocated Based on the Student Workload/ Öğrenci ders yüküne göre AKTS değerleri** |
| ActivitiesEtkinlik  | Number/Sayısı | Duration (hour)/Süresi | Total Workload(hour)/Toplam yük |
| Course duration in class (including the Exam week)/Sınıf içi etkinlikler | 13 | 3 | 39 |
| Labs and Tutorials/ Lab ve ders | - | - | - |
| Assignments/Ödevler | 2 | 8 | 16 |
| E-Learning Activities/E-learning activities | 2 | 8 | 16 |
| Project/Presentation/Report Writing/Proje | 6 | 3 | 18 |
| Quizzes | - | - | - |
| Lab Exams | - | - | - |
| Midterm Examination/Vize | 1 | 1 | 1 |
| Final Examination/Final | 1 | 1 | 1 |
| Self-Study/Bireysel çalışma | 4 | 10 | 40 |
| Total Workload/İş yükü | 180 |
| Total Workload/30 (h) |  180/30 |
| ECTS Credit of the Course/AKTS değeri | 6 |