

Hacettepe University Faculty of Letters
Department of English Language and Literature
COURSE SYLLABUS FALL 2016

Title of the Course: *IED 233 Speech and Communication Skills*

Instructor: *Dr. Jason Mark WARD*

Class Hours / Class: Tues (1) & Thurs (3) 13:00-15:50

Office Hours: Tues & Thurs 10-12 and whenever available

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Turnitin url: <http://turnitin.com/>

Turnitin Id.: 12974922 **Turnitin PIN:** 1234

I. Aim and Contents: The aim of the course is to help the students to be able to talk fluently with correct grammar and pronunciation at a reasonable speed. Guidance will be provided to the students to overcome the difficulties which are likely to occur during informal conversations, class discussions, oral reports and formal speech forms. In order to develop their communication skills, the students will also be encouraged to develop rhetorical speaking skills, an understanding of basic phonetics, and an increased fluency in varieties of spoken English.

II. Course Outline: You should ensure that you have read the following texts before the week scheduled to ensure that you are prepared for class and any possible pop quizzes! Note that if any of the classes are cancelled due to holidays, snow days, conferences etc. then the presentation and readings scheduled for the cancelled class will automatically take place in the following week's class crammed alongside the other presentations and readings:

Week 1 (4th Oct.): Introductions and warmup activities

Week 2 (11th Oct.): Class Syllabus. Video clips and discussion.

Week 3 (18th Oct.): Student Presentation 1: *Gestures Your Body Speaks* (3-17). Four students give their rhetorical artefact presentations. Video clips and discussion.

Week 4 (25th Oct.): Student Presentation 2: *Speaking in Public: Speech Delivery* (335-353)

Week 5 (1st Nov.): Student Presentation 3: *Sounds and Symbols* (3-14) (sounds, spelling, vowels and consonants)

Week 6 (8th Nov.): Student Presentation 4: *Body Language Rules* (313-321 & 357-371)

Week 7 (15th Nov.): Student Presentation 5: *The Sounds of Language* (16-43) (articulatory phonetics: describing the physical sounds of speech)

Week 8 (22nd Nov.): Student Presentation 6: *The-Art-of-Public-Speaking* (276-297) (using visual aids)

Note: The contents of the **Thursday class on the 24 Nov** may be postponed until the following week due to the Bernard Shaw conference.

Week 9 (29th Nov.): Student Presentation 7: *The Sounds of Language* (108-130) (accent differences)

Week 10 (6th Dec.): Student Presentation 8: *A Pocket Guide to Public Speaking* (93-121) (organizing your speech)

Week 11 (13th Dec): Student Presentation 9: *Public Speaking Practice and Ethics* (28-48) (plagiarism and what not to say)

Week 12 (20th Dec): Student Presentation 10: *Successful Public Speaking* (10-28) (evolution of rhetoric and how to be successful)

Week 13 (27th Dec): Preparation for final exam

Week 14 (3rd Jan - classes end on 6th Jan.): Preparation for final exam

There **will be changes to the course outline. Always look online for the latest version of this syllabus.*

III. Textbooks. Please bring the course texts to every class or you will lose participation points:

The course readings are available online for you to print and will be made available in the copy centre.

IV. COURSE REQUIREMENTS AND STUDENT CONDUCT:

Class attendance is obligatory and failure to attend one-third or more of the class hours will result in an F1. As this class will combine both lecture and discussion, students are expected both to attend every session and to take an active part in class—joining in discussions and raising questions.

Academic dishonesty of any kind will not be tolerated. This includes all forms of plagiarism, cheating on assignments or exams, turning in work that has been written partially or entirely by someone else (i.e.: collusion), failing to appropriately represent and document sources, fabricating information or citations, or helping another student commit an act of academic dishonesty. Work containing plagiarism will get an F3 and the student will be referred to the Chair. Turnitin will be used to check for plagiarism and students must upload all of their work to this system to receive a grade.

Late work will lose ten points per day late and late group work / presentations will not be graded and receive an automatic zero. The easiest way to fail this course is to miss the deadlines. If you are working with a group and cannot submit your work on time or have decided to drop the course, please let the other group members know. If you miss a deadline because of an excused absence, then you must hand in your work at the beginning of the next class you attend with a paper copy of your official excuse attached.

Do not email the teacher unless you have a question that cannot wait until the next lesson. This is because with so many students, it is very time-consuming and difficult to keep track of queries through email. If you do need to email a question, please include your full name, the course, a specific subject line and use this email: jasonhacettepe@gmail.com

IV. METHOD OF INSTRUCTION: The course will be conducted through lectures, presentations, class discussion, workshops, individual and group work.

V. Attendance: Attendance is compulsory. More than 11 (eleven) hours of absence will result in F1. Punctual attendance is required at every class meeting.

VI. Assessment: There will be two mid-terms (a group PowerPoint presentation and individual rhetorical artefact presentation), pop quizzes on the weekly readings, peer grading, and an exam which consists of a take-home podcast assignment and a final presentation:

Midterm 1: PowerPoint Presentation (work in groups of 3-4)	20%
Midterm 2: Rhetorical artefact presentations	20%
Pop Quizzes on course readings	6%
Peer Grading / Participation	4%
Final Exam 1: Podcast assignment (groups of 3)	30% (10% of this grade is for transcript)
Final Exam 2: Final Presentation	20%

Midterm 1: PowerPoint Presentation (groups of 3 or 4) 20%

Students should form groups of three. If all of the groups already have three members and there are some students without a group, I will allow some groups of four (maximum size). Students will sign up to present and teach one of the weekly readings using PowerPoint.

Student 1 should write a **300-word summary** of the reading. If the summary is over 350 or less than 250 words, points will be deducted! **If it contains plagiarism the whole presentation will receive zero!**

Student 2 should write and comprehensively answer **three discussion questions** about the reading with at least four sentences for each answer. These could be questions like this one:

Question: How might the study of phonetics help in the teaching of speech? Answer: Phonetics helps students to blah blah blah because blah blah blah [at least four sentences to explain]. The answer to each questions should not appear at the same time or the class will just read this rather than giving their own opinion first.

Student 3 should contribute a quiz of **three multiple-choice questions** (MCQs), three choices each, about the reading and its vocabulary. E.g.: According to Lodge (1), what does traditional education largely ignore?

- a) Syntax
- b) Spoken Language
- c) Semantics
- d) Test results

In groups of four, Student 4 should **find or prepare an example (not already in the text) to illustrate one of the ideas discussed in this reading**. This could be a 100-300 word example, a labelled picture or a visual or audio clip of less than 3 minutes. E.g.: To illustrate the phonetic alphabet I might show some words written in this alphabet and ask the students to guess how they might sound; to show how speech is made, I could show a diagram of the mouth and ask the students to label it; to illustrate dialects, I could play audio / YouTube clips of speech for which the students then have to guess the origins.

Your entire presentation must be submitted to Turnitin **as a single PowerPoint file** before your presentation. This is for assessment, feedback and plagiarism detection. Ten points per day will be deducted for work submitted late to Turnitin!

Midterm 2: Rhetorical artefact presentations

20%

In class, each student should individually deliver a brief speech of 5-7 minutes reciting, analysing or reinterpreting a rhetorical artefact of cultural or artistic interest (a poem, famous speech, page of prose, a song etc.). For instance, you might read a poem, explain the effectiveness of a famous speech, or read a work of prose in different accents, or recite the lyrics of a song in the style of a poem or speech. This assignment will assess the student's grasp of the basic elements of public speaking and rhetorical criticism. You can use visual aids, background music or props if necessary but remember that you will be graded on how well you speak rather than for what you are wearing. Also, you should NOT use PowerPoint for this particular assignment. Please ensure that you stick to the time limit and are prepared to start as soon as you are called to the front. Students whose presentations are too long or too short will lose points.

Pop Quizzes on course readings

6%

There will be three unannounced Pop Quizzes (each worth 2 points) to check that you are keeping up with the weekly readings. Each pop quiz will consist of five multiple-choice questions, which you will have five minutes to answer. They will normally take place at the beginning of the lesson before we begin discussing the weekly reading featured in the quiz.

Peer Grading / Participation

4%

Your peer grading assessment depends on your assessment of any four presentations in four different classes throughout the semester. During class, [using the assessment sheet provided online](#), you should prepare an assessment sheet by writing the following:

- a) Your name with (Peer reviewer) in parenthesis next to it
 - b) The name/s of the presenter/s
 - c) The subject of the presentation
 - d) The date
 - e) What you liked about the presentation
 - f) What could have been improved
 - g) The grade you would give (A1, A2, A3, B1, B2, B3, C1, C2, C3, D1, D2, D3 or F) and the reasons why.
- Hand in your assessment sheet before the end of the lesson. Assessment sheets handed in after the class will **not** be accepted. You must do this in four different classes to get a full grade for this assignment. Note that students who repeatedly talk during presentations or disrupt class may have this assignment and the full grade for it cancelled and will be asked to leave.

Final Exam 1: Podcast assignment (groups of 3-4) 30% (10% is for the transcript)

Working in groups of three or four, you will must record a 15-20 minute podcast, which includes spoken contributions from each group member in equal duration. Your podcast must start with each member introducing him/herself clearly and explaining what he will do. For example, a literature podcast might include: reviews, dramatizations, interviews, role-play, and readings of poetry and / or prose and must have a host who ties it all together like a DJ. For example, you could have:

- a reading from a page of prose by D.H. Lawrence,
- a review of a literary adaptation of Shakespeare,
- a dramatic enactment of a couple of pages from a Beckett play with sound effects,
- a brief explanation of an unusual vocabulary word,
- a number of different accents mimicked in English with their origins explained,
- or you might even conduct an interview with a long dead author, such as Jane Austen, telling us what s/he thinks of the modern world.

However, your own podcast does **not** have to be about literature. **Providing you have not already used this material for another assignment**, you are free to choose whichever content (film, music, fashion, games, sport) and style of delivery you find most interesting and entertaining for your podcast, and which will allow you all to show your mastery of spoken English, rhetoric, teamwork and organisational skills.

You must **upload this podcast to Turnitin as one single mp3 or mp4a** file before the specified deadline. The podcast should be saved as an .mp3 or .mp4a because this is a much smaller file than a .wav file and so easier to upload and share. Ten points per day will be deducted for work submitted late to Turnitin. You can record your podcast on a computer or even a phone but check that all your voices are clear and audible without distracting background noise. If you want to record different parts of the podcast separately, you could do this and then edit them all together into one mp3 using sound editing software.

This is group work so you will all share the grade and are all expected to feature equally on the recording. The students with the highest grades, will have their podcasts posted on our website for the rest of the class / world (!) to hear.

A written transcript of the spoken content in your podcast must also be uploaded to Turnitin to be checked for plagiarism and to help me follow the audio file. This is worth 10% of the grade for this assignment.

Please let your partners know if you drop the course! If there are only 1-2 in your group, you can prepare a shorter podcast ensuring that there is approximately 5 minutes of audio for every person in your group.

Note: If you would prefer to record a video instead, then this is acceptable providing the audio is clear, you follow the above directions, and upload it to Turnitin. If your video is too big to upload to Turnitin, upload it to YouTube, paste the link to the YouTube file in the written transcript which you upload to Turnitin.

Final Exam 2: Final Speech (Persuasion) 20% (5% is for the transcript)

This final speech delivered during the exam week should be 5 minutes with up to 3 minutes of questions at the end, and must convince your audience of something using persuasive rhetoric. You might try to persuade the audience to read a particular book you enjoyed, to see a certain film you loved, to listen to your favourite band or support your favourite football team. You could attempt to try and convince your audience to adopt a particular type of positive social behaviour such as disposing of litter, adopting a street animal or patiently waiting in lines (queueing). You could deploy roleplay and pretend to be a student representative, political leader, charity representative or job applicant trying to persuade the class to vote for you or support your cause. Although you can use simple visual aids or a few keywords written on cards if needed, you should NOT use PowerPoint and must try to avoid just reading from notes. You will be assessed based on your timing (try not to go more than 1 minute over or under five minutes), fluency of standard English, ability to think on your feet and the persuasiveness of your speech. You must also be prepared to spend up to five minutes at the end professionally responding to questions or criticism from the other students and teacher. You must also upload to Turnitin a written transcript of all the spoken content in your podcast to be checked for plagiarism and to help me follow the audio file. This is worth 5% of the grade for this assignment.

VII. Plagiarism and Cheating: This will be referred to the Chair and result in a straight F3. All original work prepared at home work (the PowerPoint, podcast and final speech) must be submitted to Turnitin for checking before it will receive a grade and feedback. Any words which are not your own must be "quoted", summarized or paraphrased with the source clearly mentioned (along with page number or url in parenthesis).