

**Hacettepe University**  
**Faculty of Letters**  
**Department of English Language and Literature**

**Title of the Course:** IED 233 (03) Speech and Communication Skills

**Year and Term:** 2014-2015 Fall

**Class Day and Hours:** Monday / 9.00- 11.50

**I. Aim of the Course:** The aim of the course is to help the students to be able to **speak fluently** with grammatical correctness and 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 skills and gain fluency in English language.

**II. Course Outline:**

**Week I:** (22 Sept.) Why do we study public speech?

Communication vs. public speech

Speech: Its nature and function

Speech mechanism

Components of Speech

Effective use of oral language

**Week II:** (29 Sept.) How to prepare a public speech:

-Audience analysis

-Occasion analysis

-Selecting a subject

-Determining the purpose

-Selecting and gathering material

-Organizing the speech: Title, Outline, Note cards

Examples of good and bad speeches

**Week III:** (6 Oct.) **BAYRAM Holiday**

**Week IV:** (13 Oct.) Quiz

Impromptu speech

**Week V:** (20 Oct.) Impromptu Speech

**Week VI:** (27 Oct.) Impromptu Speech

**Week VII:** (3 Nov.) Informative Speech

**Week VIII:** (10 Nov.) **Mid-term I**

**Week IX:** (17 Nov.) Informative Speech (Mid-term I)

**Week X:** (24 Nov.) "How-to" Speech (Mid-term II)

**Week XI:** (1 Dec.) **Mid-term II**

**Week XII:** (8 Dec.) "How-to" Speech (Mid-term II)

**Week XIII:** (15 Dec.) Persuasive Speech

**Week XIV:** (22 Dec.) Persuasive Speech

**Suggested Reading:**

Denny, Richard. *Communicate to Win*. 2nd ed. London: Kogan, 2006. Print.

Fujishin, Randy. *Creating Communication*. 2nd ed. Maryland: Rowman, 2009. Print.

Jaffe, Clella. *Public Speaking: A Cultural Perspective*. New York: Wadsworth, 1995. Print.

Lucas, Stephen E. *The Art of Public Speaking*. New York: McGraw-Hill, 1995. Print.

Minnick, Wyne C. *Public Speaking*. Boston: Houghton Mifflin, 1983. Print.

Rowson, Pauline. *Communicating with More Confidence*. Hampshire: Rowmark, 2005. Print.

**IV. Method of Instruction:** Theoretical information will be covered through lectures and class discussions, but the majority of the class hours will be devoted to oral practice and student presentations. There will be continual assignments.

**V. Requirements:** The students are expected to take part in all class activities like evaluations, comments, impromptu speeches and other group activities. They are also expected to give impromptu, informative, how-to, and persuasive speeches. The students will be asked to submit a file after each speech they will present. Within this file, an **outline** of the speech, the **text** of the speech, **note cards**,

**audio/visual materials, student evaluation forms, class list** must be included. More than 11 hours of absence will result in F1.

**VI. Assessment:** There will be two oral midterm examinations on “informative” and “how-to” topics. For the final examination, the students should make a “persuasive” speech. In the grading 25% of the total mark will be taken off for grammatical mistakes. The students will get grades from each speech of theirs as follows:

File	10 %
Class evaluation	10 %
Speech	80 %

The total grade will be calculated in this manner:

<b>Quiz/Pop Quiz(es)</b>	<b>10 %</b>
<b>In-class activities</b>	<b>10%</b>
<b>Mid-term Examination I</b>	<b>20 %</b>
<b>Mid-term Examination II</b>	<b>20 %</b>
<b>Final Examination</b>	<b>40 %</b>