**Hacettepe University**

**Faculty of Letters**

**Department of English Language and Literature**

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

**Year and Term:** 2013-2014 Fall

**Class Day and Hours:** Thursday/ 13.00- 15.50 Section 01>>> B2/205

Section 02>>>B2/203

Section 03>>>B2/201

**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:** (03 Oct.) Why do we study public speech?

Speech: Its nature and function

Components of Speech

-Examples of good and bad speeches

**Assigned reading:** to be announced in class

**Week II:** (10 Oct.) How to prepare a speech:

-Audience analysis

-Occasion analysis

-Selecting a subject

-Determining the purpose

-Selecting and gathering material

-Organizing the speech: Title, Outline, Note cards

**Assigned reading:** to be announced in class

W**eek III:** (17 Oct.) **BAYRAM Holiday**

**Week IV:** (24 Oct.)Impromptu Speech

**Week V:** (31 Oct.) Impromptu Speech

**Week VI:** (7 Nov.) Informative Speech

**Week VII:** (14 Nov.) **Midterm I (Oral)**

**Week VIII:** (21 Nov.) Informative Speech

**Week IX:** (28 Nov.) **“**How-to” Speech

**Week X:** (5 Dec.) **“**How-to” Speech

**Week XI:** (12 Dec.) **“**How-to” Speech

**Week XII:** (19 Dec.) **Midterm II (Oral)**

**Week XIII:** (26 Dec.)Persuasive Speech

**Week XIV:** (2 Jan.) Persuasive Speech

**Compulsory** **Reading:**

Denny, Richard. *Communicate to Win*. 2nd ed. London: Kogan, 2006. 5-11. Print.

Rowson, Pauline. *Communicating with More Confidence*. Hampshire: Rowmark, 2005. 57-85. Print.

Fujishin, Randy. *Creating Communication*. 2nd ed. Maryland: Rowman, 2009.150-174. Print.

Jaffe, Clella. *Public Speaking: A Cultural Perspective*. New York: Wadsworth, 1995. Print. (Other visual or reading material will also be provided by the instructor.)

**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 and 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. The students will also get points from the “evaluation sheets” that they will write about the speeches. 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.

**Quizes 10%**

**Midterm Examinations 40%**

Evaluation 10%

File 10%

Speech 20%

**Final Examinations 40%**

**Class participation 10%**

**Exemplary topics for “informative” speech:**

The Carnival of Rio de Janeiro

Who is Samuel Beckett?

FIFA World Cup

Body language in flirt

Flamenco

James Bond

**Exemplary topics for “how-to” speech:**

How to make pancake

How to make “salep”

How to make a “how-to” speech

How to play tennis

How to plant a flower

How to succeed in job interviews