



**ESOGU ELECTRICAL-ELECTRONICS ENGINEERING DEPARTMENT
COURSE INFORMATION FORM**

Course Title	Course Code
ORAL COMMUNICATION	151227655

Semester in Program	Number of Course Hours per Week		ECTS Credit
	Theory	Practice	
7	3	0	3

Course ECTS Credit Distribution				
Basic Sciences	Engineering Sciences	Design	General Education	Social
			3	

Language of Instruction	Course Level	Course Type
English	Undergraduate	Elective

Prerequisite	NONE
Objectives of the Course	Improving listening and oral expression skills To teach formal presentation preparation and delivery techniques; Improving English communication skills.
Brief Course Content	Issues that students should pay attention to in oral presentation: introducing the person and the subject, body language, overcoming excitement, presentation tools and equipment, visual elements, graphics, interpretation of graphics, summarizing the presentation and things to do in the question-answer section.

Learning Outcomes of the Course	Contributed POs	Teaching Methods *	Assessment Methods **
1 Skill to prepare and practice a well-organized presentation	7a, 7b, 7d	1,2,15	G
2 Confidence for speaking before people	7a, 7b, 7d	1,2,15	G
3			
4			
5			
6			
7			
8			

*Teaching Methods 1:Lecture, 2:Discussion, 3:Experiment, 4:Simulation, 5:Question-Answer, 6:Tutorial, 7:Observation, 8:Case Study, 9:Technical Visit, 10:Problem Solving, 11:Individual Work, 12:Team/Group Work, 13:Brain Storm, 14:Project Design / Management, 15:Report Preparation and/or Presentation
**Assessment Methods A:Exam, B:Quiz, C:Oral Exam, D:Homework, E:Report, F:Article Examination, G:Presentation, I:Experimental Skill, J:Project Observation, K:Class Attendance; L:Jury Exam

Main Textbook	Grussendorf, M. (2007). English for Presentations. Oxford: Oxford University Press.
Supplementary Resources	Wallwork Adrian (2010) English for Presentations at International Conferences, NY: Springer
Necessary Course Material	The Textbook

Course Weekly Schedule	
1	Introduction and method
2	Greeting the audience, self-introduction, introduction of the topic
3	Overcoming excitement, Body Language
4	Things to consider when presenting to English-speaking audiences
5	Presentation tools and equipment, Effective use of approximate numbers
6	Preparation and presentation of effective visual elements
7	Types of visual elements, explanation of graphics Introduction: What makes a good presentation?
8	Mid-Term Exams
9	Interpreting relative elements, explaining trends
10	Concluding the presentation by summarizing it
11	Methods for a beautiful ending, Questions and answers
12	Student Presentations, comments
13	Student Presentations, comments
14	Student Presentations, comments
15	Student Presentations, comments
16,17	Final Exams

Calculation of Course Workload			
Activities	Count	Time (Hour)	Total Workload (Hour)
Weekly classroom time	14	3	42
Weekly study time (review, reinforcing, preparation)	14	1	14
Homework			
Taking a quiz			
Studying for a quiz			
Oral exam			
Studying for an oral exam			
Report writing (Preparation and presentation time included)			
Project (Preparation and presentation time included)			
Presentation (Preparation time included)	4	10	40
Mid-Term Exam			
Studying for Mid-Term Exam			
Final Exam			
Studying for Final Exam			
		Total workload	96
		Total workload / 30	3.2
		Course ECTS Credit	3

Assessment	
Activity Type	%
Mid-term (Presentation)	30
Presentation 1	15
Presentation 2	15
Final Exam (Presentation)	40
Total	100

COURSE CONTRIBUTION TO THE PROGRAM OUTCOMES

(5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low)

NO	PROGRAM OUTCOMES	Contribution
1	a. Sufficient knowledge of mathematics	
	b. Sufficient knowledge of basic sciences	
	c. Sufficient basic engineering and Electrical-Electronics engineering knowledge	
	d. Skill of applying all these knowledge and experience to complicated Electrical-Electronics engineering problems	
2	Skill of defining, identifying, formulating and solving the complicated problems in Electrical-Electronics engineering and related areas by applying appropriate analysis and modelling methods.	
3	Skill of designing a complicated process, system, equipment or product by applying modern design methods under realistic constraints and conditions.	
4	To analyze and solve the complicated engineering problems:	
	a. skill of developing, selecting and applying the required techniques and devices	
	b. skill of using information technologies effectively	
5	To study the complicated on the complicated Electrical-Electronics engineering problems and research subjects:	
	a. skill of experimental design	
	b. skill of performing the experiments, collecting the data and analyzing and interpreting the results	
6	a. Skill of performing individual studies	
	b. Skill of performing intra and interdisciplinary and multidisciplinary teamwork and studies	
7	a. Skill of effective oral and written communication in Turkish and English	5
	b. Skill of improving and using foreign language knowledge	5
	c. Skill of effective reporting, understanding the reports and preparing the design and production reports	
	d. Skill of effective presentation and giving and getting clear and understandable instructions.	5
8	Awareness of the necessity of life-long learning and skill of accessing to information and following the improvements in contemporary science and technology	
9	a. Awareness of necessity of behaving in accordance with the ethical principles and awareness of the importance of having professional ethical responsibilities	
	b. Knowledge about legal regulations and standards of engineering	
10	a. Knowledge about project management, risk management and change management	
	b. Awareness of the significance of entrepreneurship and innovation	
	c. Knowledge about sustainable development	
11	Knowledge about the effects of engineering applications and practices on the global and social health, ecology and safety, knowledge about the current problems in relation to the working areas of Electrical-Electronics engineering; and awareness of the legal issues resulting from engineering solutions	
12	Knowledge about modern problems in local and universal scale	

INSTRUCTORS

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