ENG 204 Professional Communication in English

Instructor: Hale Ülkü Aydın

Class day: Tuesday-13.00-15.00 Thursday 13.00-14.00

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Section: 05

Office Hours: Please send an email to make appointments

Course Objectives

This course is designed to help students realize their potential as speakers of English in formal and informal public settings. The primary goal is to encourage students to develop confidence, improve, enhance and polish the English communicative skills they already have. This will be done through the analysis of speeches, of rhetorical components, effective preparation strategies, best practices for preparing and listening, and through graded in and out of class tasks.

Course Learning Outcomes

Students will be able to:

1. make a detailed, formal, evidence-based argument in a presentation.
2. use a range of cohesive devices to structure an academic presentation.
3. follow presentations on abstract and complex topics outside their field of interest.
4. give a presentation on an academic topic, using linguistically complex language.

Realization of the ECTS workloads:

Task	Workload (in hours)
Presentation	30
Performance Project	10
Course Readings	28
Lectures	42
Exams/Quizzes	15
TOTAL	**125**

Tentative Schedule

The dates and/or topics listed in this syllabus are subject to change. Students need to check the LMS weekly to keep up to date.

Week 1 February 9-15	Introduction to the course What makes a good speech? What makes a good listener?
Week 2 February 16-22	The importance of effective preparation (Mind-mapping & Brainstorming & Notes & Organization)

Week 3 February 23- March 1	Examining Topics, Purpose, Kinds of Audiences, Rhetorical Situations, Plagiarism. Analysis of Some Rhetorical Strategies
Week 4 March 2-8	Graded in-class task (Speech Analysis) **Graded How-To Speech**
Week 5 March 9-15	**Graded How-To Speech** What are effective ways to present information? The importance of the Five W's, and How (*Beş N Bir K*). Topic. Purpose. Audience.
Week 6 March 16-22	Informational presentations (Input). Teaching an audience Speech Outline
Week 7 March 23-29	**Graded Informative Speech 1** *Students will record their presentations, watch them and write a self-reflection paper*
Week 8 March 30- April 5	**Graded Informative Speech 1 (Continued)** *Students will record their presentations, watch them and write a self-reflection paper*
Week 9 April 6-12	Using visual aids -- video, Power Point, props, posters. Anticipating problems -- planning and preparation, expecting the worst and being ready for it. Plan B thinking.
Week 10 April 13-19	Impromptu Speech (input) **Graded Impromptu Speech**
Week 11 April 20-26	**Graded Impromptu Speech (Continued)**

Week 12 April 27- May 3	How to speak about where you imagine yourself to be in your career, and what you would like to be doing. Who do you want to become? Prepare a small speech about yourself which you can use in the future at any time for any potential employer. (LinkedIn Profile & Elevator Pitch Students create a professional LinkedIn profile)

Week 13 May 4-10	**Preparing Video Resume** Students create a one-minute video introducing themselves professionally.
Week 14 May 11-17	**Graded Final Informative Speech**
Week 15 May 18-24	**Graded Final Informative Speech**

Course Materials

All materials will be available on LMS**.**

Grading:

Graded in-class task	10%
How to Speech	20%
Informative Speech 1	20%
Self-Reflection for the Informative Speech1	5%
Speech Outline for the Informative Speech 1	5%
Video Resume	5%
Impromptu Speech	5%
Final Informative Speech	20%

Speech Outline for Final Speech	5%
Self-Reflection for the Informative Speech2	5%

Ground Rules

- Students who are absent on the assigned presentation day can make their presentations during the presentation week. However, they lose **25%** of the total grade if they do not have a health report. They get 0 (zero) if they miss the presentation week.
- Students are expected to produce **authentic work that is not plagiarized, nor written by someone else. Plagiarism** is intentionally or unintentionally using another person's ideas, research and any kind of work as your own, without properly citing the source. This person can be a well-known author, a fellow student or even a blog writer. Use of even one sentence, key phrase, image, or photo without citation is considered plagiarism. While the above mentioned are examples of direct plagiarism, paraphrasing a source without mentioning the author and the source are examples of indirect plagiarism which is subject to the same regulations.
- Students are required to follow the TEDU Honor Code. **Punishment for plagiarism can range from grade reduction to six months suspension.** All students are expected to know TEDU principles of academic integrity which can be found at: https://www.tedu.edu.tr/sites/default/files/docs/ogrenciler_icin_akademik_durustluk_belges_200420.pdf
- All students are expected to know the Higher Education Council **(YÖK) disciplinary regulations**.
- **Generative AI Policy:** In ENG 204, strict adherence to academic integrity is expected. However, the use of Generative AI tools (e.g., ChatGPT, Gemini) is **permitted solely for brainstorming, outlining, and receiving feedback** during the preparation phase. Direct copy-pasting of AI-generated scripts is prohibited. If you utilize AI assistance, you must submit a brief **'AI Usage Log'** (showing your prompts) along with your assignment draft. Failure to disclose AI use or submitting AI-generated work as your own will be treated as a violation of the Honor Code.

Attendance

You are expected to attend class on a regular basis. You are also expected to actively participate in class activities. Students can miss **8 hours** of class and at **9 hours** you will fail

from attendance. Students are responsible for keeping track of their own attendance. TEDU Health Report Regulations apply for health reports.

Late Submission

Students are expected to submit their written assignments on time. If students submit assignments late, 10% of the grade will be deducted for each day (for maximum 3 days). After three days no submissions can be made. Students are responsible for submitting their assignments even if they are absent.

Announcements All announcements will be through the LMS. It is your responsibility to keep your account operative all times. Check your e-mail address /LMS regularly in order to be informed.

E-mailing your instructor

When e-mailing;

- please indicate your course code and section.
- include an 2-5 word summary in subject line (ex: missing grade)
- do not just send an attachment with no text.
- do not write an e-mail in the subject line.

**If you receive no reply in two working days, do not hesitate to e-mail again.*

Reminder

If students have any questions or requests about the course and wish to speak to someone, they should refer to Burcu Yeşilyurt (burcu.kirca@tedu.edu.tr) as the First Year English Coordinator.

TEDU Without Barriers

The aim of the unit is to carry out studies based on voluntary, confidential, accessible and egalitarian principles in order to eliminate or minimize the disadvantages which might stem from any kinds of physical and/or psychological disabilities within the TEDU campus, thus negatively affecting the learning and working environment. You can find more information at https://www.tedu.edu.tr/en/main/tedu-without-barriers

Psychological support

Students can consult TEDU COPeS and the Student Counseling Center to receive support for any psychological, social, familial, academic, and professional difficulties. For more information, please check the following websites:

https://csc.tedu.edu.tr/bireysel-psikolojik-danisma
https://copes.tedu.edu.tr/copes-hakkinda