


NEAR EAST UNIVERSITY - FACULTY OF EDUCATION									
		Department of English Language Teaching SYLLABUS 2014-2015 Fall Semester							
Course Code ELT 159	Course Name Effective Communication	Classroom R11	Weekly Course Hours <div>T    A    L</div> <div>3    0    0</div>		Credits 3	ECTS 3	Weekly Time Schedule Monday : 01:00- 01:50 Thursday: 11:00- 12:50		
Prerequisite: None									
Language of instruction: English		Course Type:		Year:		Semester: Fall			
Instructor: Dr. Oytun Sözüdoğru E-mail: oytun.sozodugru@neu.edu.tr			Office Hours: TBA Office / Room No: 5H-114 Office / Room Phone: 334						
Learning Outcomes		After the completion of this course, the student will be able to ► Identify key elements and principles of communication ► Demonstrate understanding of the communication process ► Describe their own communication strengths and growth areas ► Demonstrate ability to prepare and present a short oral presentation							
Course Description		Definition of communication between people; communication model factors and features of communication, effective listening and feedback, factors that hinder communication between people ( resource, channel, recipient) factors that facilitate communication, the role and usage of feelings in communication, conflict in communication and its prevention, important factors to be taken into consideration in student-parent and teacher communication and communication applications.							
Course Objectives		This subject aims to introduce students to the basics of interpersonal communication, equipping them to communicate more effectively and with greater awareness and skill in both personal and business environments. It is designed to help students heighten their awareness of the function and value of communication. The subject aims to equip students with the ability to use the communication skills required in meetings, group discussions, interviews, and presentations.							
Textbooks and/or References		ELT 159 Course pack							
Course Content		This practical class helps students understand the essentials of the communication process, identify potential communication problems, construct productive approaches to communication, and develop strategies to develop effective communication skills.							
Methods and Techniques Used in the Course			Active participation in class, Whole class discussion, Pair and group work, Presentations						
WEEKLY OUTLINE									
Week	Date	Activities		Notes		Reference			
1	22 Sept – 26 Sept	Introduction to the courses							
2	29 Sept – 03 Oct	Basic concepts: what is communication / types of communication							
3	08 Oct – 10 Oct	Understanding Communication							
4	13 Oct – 17 Oct	Effective Communication							
5	20 Oct – 24 Oct	Attitudes and Behaviour							
6	27 Oct – 31 Oct	I and You Language							
7	03 Nov – 07 Nov	Sympathy, Empathy		Communication Project					
8	10 Nov – 14 Nov	Listening							
9	17 Nov – 21 Nov	Midterm Exams							
10	24 Nov – 28 Nov	Body Language							
11	01 Dec – 05 Dec	7ca of effective communication							
12	08 Dec – 12 Dec	Feedback							
13	15 Dec – 19 Dec	Presentation							
14	22 Dec – 26 Dec	Students Presentations		prepare and present a short oral presentation					
15	29 Dec – 31 Dec	Students Presentations		prepare and present a short oral presentation					
16	05 Jan – 16 Jan	Final Exams							
Attendance: Minimum 70 %									
Assessment Breakdown:		Type		Date	%	Reference			
		1	Midterm	17-21 Nov	35				
		2	Presentation	15-31 Dec	40				
		3	Project	3 Nov	15				
		4	Active Participation		10				
Learning Programme									
Educational Tool		Quantity	Student Workload Hours		Educational Tool		Quantity	Student Workload Hours	
Lectures		15	12*3=36		Preparation for Project Work		1	1*16=16	
Midterm Exam		1	1*4= 4		Project Work		1	1*4=4	
Preparation for Midterm Exam		1	1*10= 10		Exercises for practice		3	3*2=6	
Presentation		2	2*6=12						
Preparation for Presentation		2	2*10=20						
							Total	108	
		Recommended ECTS Credit (Total Hours / 30) :						108/30 ≈ 3	