ELIT 101, ELT 107, TRA 101, LAW 109

Oral Communication

Fall 2012

Instructor: Assistant Professor Karen McKinney

Office Phone: 1383 Email: karenmckinney@gau.edu.tr

Webpage: http://karenjanetmckinney.educatorpages.com

Office Hours: Monday-Friday 1-2

Course Description: In this course, students will learn the principles of preparation for and execution of public speaking and effective oral communication in both work and social settings. The particular focus of this class will be ethics and persuasive speaking; here, audience analysis is of particular importance. Most importantly, students will experience frequent practice sessions and feedback which will help prepare them for success in their other classes and in their later careers.

**Required Resources:**

Course Ebook: *Public Speaking: The ACA Open Knowledge Online*

Paper and pen or pencil for note taking (must be brought to every class meeting!)

English-English dictionary (digital or paper)

Turkish-English dictionary (if necessary)

**Class Requirements:**

Attendance 15%

Weekly Quiz 15%

Personal Profile Presentation 10%

Informative Presentation 15%

Persuasive Group Project

Research and Written Outline 20%

Presentation 25%

No Final Exam!

 In-class activities must be completed during the class and may not be turned in late.

Attendance and Punctuality: I will take attendance every hour. It is essential that you attend all class meetings in order to make progress in speaking fluently and effectively. You must also come to class ON TIME in order to get full credit for in-class activities.

Plagiarism: Copying the work of others or copy/paste from the internet is cheating and will not be tolerated. All materials used in speeches and in power points must be properly cited.

Please note my office hours. I am always ready to talk to you and give you all the help I can.