

ANKARA YILDIRIM BEYAZIT UNIVERSITY – DEPARTMENT OF TRANSLATION AND INTERPRETING

COURSE SYLLABUS

Course Code	Course Title	Course Type	ECTS Credits	Prerequisite Information	Date of Preparation
IMT403	EFFECTIVE SPEECH AND PRESENTATION SKILLS IN INTERPRETING	Compulsory	4	-	23.10.2025
Instructor of the Course & E-Mail Address	Asst. Prof. Bilge METIN TEKIN & bilgemetintekin@aybu.edu.tr				
Office Hours & Office Room	Wednesday, 12.00-13.00 & 16.00-17.00 / Thursday, 11.00-13.00 & A140				
Course Content and Objectives	The aim of this course is to help students develop effective and persuasive speaking skills as well as presentation competence in the process of oral translation. The course seeks to enhance both accuracy in target language delivery and professionalism in presentation skills during translation tasks.				
Textbook(s)	Gallo, C. (2014). <i>Talk like TED: The 9 public-speaking secrets of the world's top minds</i> . St. Martin's Press. Lucas, S. E., & Stob, P. (2020). <i>The art of public speaking</i> (13th ed.). McGraw-Hill Education.				
Teaching Methods and Techniques	<ol style="list-style-type: none"> 1. Lecture 2. Group and team work 3. In-class discussions 4. Pre-class and post-class readings 				
Course Learning Outcomes	1	To be able to explain the basic principles of effective oral communication in translation			
	2	To be able to use oral expression elements such as voice, stress, intonation, and body language			

	3	To be able to deliver prepared and impromptu speeches	
	4	To be able to apply presentation techniques in oral translation	
	5	To develop stress and time management strategies in oral communication	
Program Outcomes Contributed by the Course	Program Outcomes (PO)		
	PO1	Possesses knowledge of methods and processes that enable the application of concepts and theories of Translation Studies to written and oral translation practices.	
	PO2	Possesses the ability to acquire knowledge of general culture, subject fields, and other disciplines, and to transfer this knowledge to the translation process.	
	PO3	Possesses translation competence in relation to the source and target languages and transfers this competence into the translation process.	
	PO4	Possesses the ability to access research resources and information technologies, and to use them economically in order to make context- and genre-appropriate decisions; effectively plans and implements pre-editing and post-editing processes in machine translation applications.	
	PO5	Possesses an awareness of lifelong learning and, in this regard, can identify and meet learning needs in their own field and/or in other fields.	
	PO6	Possesses the ability to critically and analytically examine the relationships between source and target texts in the field of translation.	
	PO7	Possesses scientific and ethical values in conducting research, collecting and interpreting data, and in the writing and publication processes in the field of Translation Studies.	
Contribution of the Course to Field Instruction	This course contributes to the development of students' professional communication skills in the field of interpreting. It teaches how to use elements such as effective speech, stress, intonation, and body language in professional interpreting settings. Furthermore, it enhances students' awareness of using the target language fluently, persuasively, and appropriately for the audience during presentations. In this way, the course supports the development of linguistic, cognitive, and communicative competences essential for interpreting practice.		
Topics Covered in the Course	1. Week	Introduction to Effective Speaking and Presentation in Translation	Explanation of a pr
	2. Week	The Importance of Effective and Proper Speaking in Professional Life: Use of Voice and Body Language	Present

	3. Week	Types of Speeches	Sample
	4. Week	Oral Presentation of the Translation Process – Presentation Planning	Particip
	5. Week	Mini Translation Presentations	Genera
	6. Week	Speaking Strategies under Stress and Time Pressure in Oral Translation – Spontaneous and Crisis Speaking: Managing Situations after Translation Errors	Genera
	7. Week	Teaching Vocabulary, Pre, While, Post Activity related to listening	APA gu with se
	8. Week	Midterm Week	Examir
	9. Week	Effective Use of Slides and Preparation of Presentation Materials: Material-Supported Presentation	Midter
	10. Week	Representation as an Oral Interpreter – Group Presentation	Transla
	11. Week	Group Presentation – Collective Translation Decisions	Transla
	12. Week	Communication with the Client: What is a Translation Brief?	Guidel suppor
	13. Week	Specialized Field Presentations (Law, Healthcare, Advertising, etc.)	Explair
	14. Week	Mini Translation Presentations	Writing
	15. Week	Mini Translation Presentations	Writing

Course Evaluation Criteria	In-Term Studies	Quantity	Percentage %	
	Mid-terms	1	%40	
	Quizzes		%	
	Assignments		%	
	Attendance		%	
	Practice	4	%30	
	Project		%	
	Final examination	1	%30	

	Total	2	100%	
Disability Policy	<p>If you have a documented disability (e.g., visual, hearing, or physical impairment, etc.) that may influence your performance in this course, it is recommended to meet with the Engelsiz AYBU (https://aybu.edu.tr/engelsiz/content_list-327-yildirim-beyazit-universitesi-engelsiz-universite-birimi-yonergesi.html) to arrange for reasonable conditions (such as accommodation, etc.) to ensure an equitable opportunity to meet all the requirements of this course. You may also contact the local authority of the Faculty of Humanities and Social Sciences. You should communicate your needs to the course instructor as soon as possible to ensure that any course needs concerning exams, lecture materials, etc. are met.</p>			