SPEED WRITING AND READING TECHNIQUES

1	Course Title:	SPEED WRITING AND READING TECHNIQUES
2	Course Code:	BYAS020
3	Type of Course:	Optional
4	Level of Course:	Short Cycle
5	Year of Study:	2
6	Semester:	3
7	ECTS Credits Allocated:	3.00
8	Theoretical (hour/week):	1.00
9	Practice (hour/week):	2.00
10	Laboratory (hour/week):	0
11	Prerequisites:	None
12	Language:	Turkish
13	Mode of Delivery:	Face to face
14	Course Coordinator:	Öğr. Gör. DİLEK TAŞKIN
15	Course Lecturers:	Meslek Yüksekokulları Yönetim Kurullarının görevlendirdiği öğretim elemanları.
16	Contact information of the Course Coordinator:	Öğr. Gör. Dilek TAŞKIN dilektaskin@uludag.edu.tr 224 294 26 86- 62420
17	Website:	
18	Objective of the Course:	To provide quick note taking, convert the written easily to prose, to provide attention and coordination while reading, understand quickly read thing
19	Contribution of the Course to Professional Development:	To develop the skill of decision making with attention and concentration by means of the application of speed writting and reading techniques.
20	Learning Outcomes:	

	1	Quick note taking
	2	Translating quick notes to prose
	3	Using time effectively while taking note
	4	Identifying the reading
	5	Determining the factors that prevent the speed of reading
	6	Very fast reading
	7	Comprehending the requirements of reading very fast and reading understanding
	8	Understanding each quick reading article
	9	
	10	

21	Course Content:

Course Content:	
Week	Theoretical	Practice
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1	Quick note-taking and noticing details	Fast writing applications
2	Fast business letter writing and practice	Fast business letter writing and practice

3	Translation of written to prose, explanation of acronyms, converting of the plain text into abbreviations	Applications on the subject			
4	Time management, the concept of time, causes of time loss in articles, case study	Time management, the concept of time, causes of time loss in articles, case study			
5	Identifying abbreviation characters, explanation of abbreviations	Applications on the subject			
6	Meanings of certain abbreviations are used throughout the world and in Turkey	Applications on the subject			
7	Data collection, methods of note-taking and dictation	Attention, concentration and memory practice			
8	to be able to derive the concepts of writing	practice glances on words			
9	Fast writing applications	Fast writing applications			
10	Meanings of reading, the relationship between reading and looking	eye movement acceleration exercise			
11	Reasons that prevent the reading speed	reading speed studies			
12	The reasons which reduce understanding	text reading exercises			
13	Efficient reading, the brain, learning and remembering	Visual attention and concentration work			
14	Reading plans and reading speed applications	Reading plans and reading speed applications			

22	Textbooks, References and/or Other Materials:	Lecture notes , visual and auditory course materials ,
23	Assesment	

Activites		Number		Duration (hour)	Total Work Load (hour)
Theoretical Quiz	0	0.00 14		1.00	14.00
Practicals/Labs		14		2.00	28.00
Field Study Final Exam and preperation	1	60.00 14		1.00	14.00
Homeworks		0		0.00	0.00
Projects Contribution of Term (Year) Learning Activities to Success Grade		40.00 0		0.00	0.00
Field Studies		0		0.00	0.00
Midterm exams Contribution of Final Exam to Success Grade		60.00 1		14.00	14.00
Others		0		0.00	0.00
Final Exams Measurement and Evaluation Techniques Used in the		1 Measurement and evaluations carried out according to		20.00	20.00
Total Work Load					90.00
Total work load/ 30 hr					3.00
ECTS Credit of the Course					3.00

24	ECTS / WORK LOAD TABLE

25	CONTRIBUTION OF LEARNING OUTCOMES TO PROGRAMME QUALIFICATIONS

	PQ1	PQ2	PQ3	PQ4	PQ5	PQ6	PQ7	PQ8	PQ9	PQ10	PQ11	PQ12	PQ13	PQ14	PQ15	PQ16
ÖK1	2	3	3	3	4	3	3	4	3	3	3	3	3	3	3	3
ÖK2	3	3	3	4	5	3	3	4	3	4	3	3	3	3	3	3
ÖK3	3	3	4	4	4	3	4	4	3	5	3	4	3	3	3	3
ÖK4	3	3	4	3	4	3	4	3	3	4	3	4	3	3	3	3

ÖK5	4	3	3	4	3	3	3	4	3	4	3	2	3	3	3	3
ÖK6	4	3	2	3	3	3	2	3	3	2	3	2	3	3	3	3
ÖK7	4	3	2	3	3	3	2	3	3	2	3	2	3	3	3	3
ÖK8	4	3	2	3	3	3	2	3	3	2	3	2	3	3	3	3

LO: Learning Objectives   PQ: Program Qualifications

Contribution Level:	1 very low	2 low	3 Medium	4 High	5 Very High