

DEPARTMENT OF BUSINESS ADMINISTRATION
COURSE SYLLABUS

Course Details				
Code	Academic Year		Semester	
ENG304	3		6	
Title	T	A	L	ECTS
Advanced English II	3	-	-	3
Language	English			
Level	Undergraduate	X	Graduate	Postgraduate
Department / Program	BUSINESS ADMINISTRATION			
Forms of Teaching and Learning	Online			
Course Type	Compulsory	X	Elective	
Objectives	Students will be able to read more academic texts and write essays.			
Content	Academic Reading & Academic Writing Academic Vocabulary			
Prerequisites	-			
Coordinator	-			
Lecturer(s)	Ins. Nuray GÜLEÇ			
Assistant(s)	-			
Work Placement	-			
Recommended or Required Reading				
Books / Lecture Notes	Schmitt, D., Schmitt, N., & Mann, D. (2011). <i>Focus on vocabulary I</i> . Pearson Longman: New York Bailey, S. (2011). <i>Academic writing: A handbook for international students</i> . Routledge: New York.			
Other Sources	Videos on Youtube Videos on TedTalks			
Additional Course Material				
Documents				
Assignments	There will be reading and writing assignments. They were identified below.			
Exams				
Course Composition				

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Mathematics und Basic Sciences		%
Engineering		%
Engineering Design		%
Social Sciences	100	%
Educational Sciences		%
Natural Sciences		%
Health Sciences		%
Expert Knowledge		%

Assessment

Activity	Count	Percentage (%)
Midterm Exam	1	40
Quiz		
Assignments		
Attendance		
Recitations		
Projects		
Final Exam	1	60
Total		100

ECTS Points and Work Load

Activity	Count	Duration	Work Load (Hours)
Lectures	15	3	45
Self-Study			
Assignments	2	6	12
Presentation / Seminar Preparation			
Midterm Exam	2	10	20
Recitations			
Laboratory			
Projects			
Final Exam	1	13	13
Total Work Load			90
ECTS Points (Total Work Load / 30)			3

Learning Outcomes

1	Students will be able to learn about academic vocabulary through reading texts.
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2	Students will be able to read and comprehend general reading texts at B1-B2 level.
3	Students will be able to carry out basic writing tasks (paragraph writing, summary writing, CV writing)
4	Students will be able to learn about academic writing (plagiarism, paraphrasing, reference writing)
5	

Weekly Content

1	Revision of how to write a paragraph (cause and effect, advantage and disadvantage, opinion, comparison) Academic Vocabulary HM: Reading, "Can we be happier?"
2	Writing a paragraph about happiness in the class. Use of articles
3	Reading: "Happiness in Bhutan" HM: Writing the summary of the text
4	Writing a summary. HM: Reading, "Into the Flow"
5	Conjunctions Writing a summary of the Chapter 2 "Into the flow"
6	Writing formal e-mails and letters HM: Reading, "What are you thinking?"
7	Quiz Reading: "What color is your laugh?"
8	Paraphrasing Synonyms HM: Paraphrasing of one paragraph of the text "What color is your laugh?"
9	Midterm Exams
10	Writing a CV HM: Reading, "Did you have trouble getting up this morning?"
11	Prepositions Punctuation
12	How to avoid plagiarism?

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	HM: Vocabulary revision of Units 1 and 2
13	Reading: "Science Fiction Into Reality"
14	References and Quotations
15	General Revision

Contribution of Learning Outcomes to Program Objectives (1-5)

	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11
1	1	1	1	2	1	1	3	4	3	2	1
2	1	1	1	2	1	1	3	4	3	2	1
3	1	1	1	2	1	1	3	4	3	2	1
4	1	1	1	2	1	1	3	4	3	2	1
5											

Contribution Level 1: Low 2: Low-intermediate 3: Intermediate 4: High 5: Very High

<https://obs.tau.edu.tr/oibs/bologna/progLearnOutcomes.aspx?lang=tr&curSunit=5887>

Compiled by: Ins. Nuray GÜLEÇ

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