

DEPARTMENT OF BUSINESS ADMINISTRATION  
COURSE SYLLABUS

Course Details					
<b>Code</b>				<b>Academic Year</b>	<b>Semester</b>
ENG202				2	4
<b>Title</b>	<b>T</b>	<b>A</b>	<b>L</b>	<b>ECTS</b>	
English 4	3	X	X	2	
<b>Language</b>	English				
<b>Level</b>	<b>Undergraduate</b>	X	<b>Graduate</b>		<b>Postgraduate</b>
<b>Department / Program</b>	Business Administration				
<b>Forms of Teaching and Learning</b>	Online				
<b>Course Type</b>	<b>Compulsory</b>	X	<b>Elective</b>		
<b>Objectives</b>	The aim of this course is to help learners improve their English language level to B1.2 with the help of integrated four skills and grammar, vocabulary and everyday life activities.				
<b>Content</b>	Integrated activities in B1.2 level along with a focus on grammar, vocabulary and daily conversational skills.				
<b>Prerequisites</b>	X				
<b>Coordinator</b>	X				
<b>Lecturer(s)</b>	Ins. İlknur Karadağlı Dirik				
<b>Assistant(s)</b>	X				
<b>Work Placement</b>	X				
Recommended or Required Reading					
<b>Books / Lecture Notes</b>	Hughes, J. & Stephenson, H. (2012). <i>Life-Pre-intermediate</i> . National Geographic.				
<b>Other Sources</b>	Clarke, S. (2008). <i>Macmillan English Grammar in Context-Essential</i> . Macmillan Publishing. Dooley, J. & Evans, V. (2004). <i>Grammarway 1</i> . Express Publishing. Dooley, J. & Evans, V. (2004). <i>Grammarway 2</i> . Express Publishing. Redman, S. (1997). <i>English Vocabulary in Use-pre-intermediate and intermediate</i> . Cambridge University Press.				
Additional Course Material					
<b>Documents</b>	X				
<b>Assignments</b>	Assignments will be given about grammar and vocabulary issues in each unit.				
<b>Exams</b>	X				
Course Composition					
<b>Mathematics und Basic Sciences</b>				%	

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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%
<b>Total</b>		<b>100</b>

**ECTS Points and Work Load**

Activity	Count	Duration	Work Load (Hours)
Lectures	15	3	45
Self-Study			
Assignments			
Presentation / Seminar Preparation			
Midterm Exam	1	7	7
Recitations			
Laboratory			
Projects			
Final Exam	1	8	8
<b>Total Work Load</b>			<b>60</b>
<b>ECTS Points (Total Work Load / Hours)</b>			<b>2</b>

**Learning Outcomes**

1	Students will be able to increase their existing vocabulary knowledge to B1.2 level.
2	Students will be able to increase their existing grammar knowledge to B1.2 level.
3	Students will be able to improve their reading and listening comprehension skills.
4	Students will be able to learn and practice how to write formal letters/ emails, a CV, a biography and a press release.

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5	Students will be able to carry out daily activities such as giving a presentation, finding a solution to a problem, filling in a form, etc.
<b>Weekly Content</b>	
1	An introduction to the course Unit 7-Work Vocabulary: Office equipment Prepositions of place & movement The Present Perfect Tense
2	Unit 7-Work The author's opinion Vocabulary: Job adverts Job interview Writing a CV
3	Unit 8-Technology Defining relative clauses Vocabulary: The Internet Conditional Sentences-Type 0 and Type 1
4	Unit 8-Technology Vocabulary: have Supporting the main argument Vocabulary: Technology verbs Writing a paragraph
5	Unit 9-Language and Learning Vocabulary: Education The present simple passive Vocabulary: Phrasal Verbs
6	Unit 9-Language and Learning The past simple passive Differentiating between fact and opinion Filling in a form
7	Unit 10-Travel and Holidays The Past Perfect Tense Subject & Object Questions Vocabulary: Holiday adjectives
8	Revision for the mid-term exams
9	Mid-Term Exams
10	Unit 10-Travel and Holidays -ed & -ing adjectives Vocabulary: Places in a city Direct and Indirect Questions Writing a formal letter/email
11	Unit 11-History Vocabulary: Archaeology Used to Reported Speech
12	Unit 11-History Vocabulary: set Giving a presentation Writing a biography
13	Unit 12-Nature Any-, every-, some- body, thing, where Conditional Sentences-Type 2

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	Vocabulary: Extreme weather conditions
14	Unit 12-Nature Close reading II Will/might Solving a problem Writing a press release
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	1	1	1	1	1	1	1	1
2	1	1	1	1	1	1	1	1	1	1	1
3	1	1	1	1	1	1	1	1	1	1	1
4	1	1	1	1	1	1	1	1	1	1	1
5	1	1	1	1	1	1	1	1	1	1	1

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

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

**Compiled by:** Ins. İlknur Karadağlı Dirik

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