

TOROS ÜNİVERSİTESİ

Faculty Of Economic, Administrative And Social Sciences
Business Administration (English)

Course Information

ENGLISH IV					
Code	Semester	Theoretical	Practice	National Credit	ECTS Credit
		Hour / Week			
FLE202	Spring	3	0	3	5

Prerequisites and co-requisites	
Language of instruction	English
Type	Required
Level of Course	Bachelor's
Lecturer	Okt. Sena TEKELİ
Mode of Delivery	Face to Face
Suggested Subject	None
Professional practise (internship)	None
Objectives of the Course	This course intends to develop students' language skills in their fields. This course is committed to practical communicative methodology.
Contents of the Course	This course is a 3 hour course aims to empower students with language which they need to carry out their career goals. To this end the course provide the students with background in major concepts and ample opportunities for students to build awareness and practice the language in real-life scenarios. The course provide opportunities to practice language students need for work in their profession.

Learning Outcomes of Course

#	Learning Outcomes
1	Developing academic speaking, listening, writing, and reading skills
2	Identifying related terminology
3	Developing personal strategies for reviewing new related vocabulary
4	Using vocabulary in a variety of academic speaking, listening, writing, and reading activities
5	Discussing a variety of topics needed for work in the students' professions
6	Evaluating a variety of texts

Course Syllabus

#	Subjects	Teaching Methods and Technics
1	Unit 5. Project Management 2 Reading: Product Review: Team Player Listening and Speaking: Relating a Similar Experience Writing: Writing an e-mail to a co-worker	Communicative Method, Task-Based Method, Audio Lingual Method
2	Unit 6. Risk Management Reading: Risk Management Listening and Speaking: Stating Agreement Writing: Writing a memo	Communicative Method, Task-Based Method, Audio Lingual Method
3	Unit 7.Fraud 1 Reading: CEO Indicated in Corruption Scandal Listening and Speaking: Bringing up Past Experiences Writing: Writing a code of Conduct for a Company	Communicative Method, Task-Based Method, Audio Lingual Method
4	Unit 8. Fraud 2 Reading: A Drop in the Bucket Listening and Speaking: Stressing a Point Writing: Writing an Announcement of a Change in Store Policy	Communicative Method, Task-Based Method, Audio Lingual Method
5	Unit 9. Preventing a Shrinkage Reading: Section 13: Shrinkage Listening and Speaking: Delivering Bad News Writing: Writing a Memo to Employees	Communicative Method, Task-Based Method, Audio Lingual Method
6	Unit 10. Bankruptcy Reading: Bankruptcy Listening and Speaking: Asking about the Future Writing:	Communicative Method, Task-Based

	Writing a Letter	Method, Audio Lingual Method
7	Review for the Midterm Exam	Communicative Method, Task-Based Method, Audio Lingual Method
8	Midterm Exam	
9	Unit 11. Downsizing Reading: Lana Corp. Responds to Recession Listening and Speaking: Talking about Necessities Writing: Writing a Petition to an Employee	Communicative Method, Task-Based Method, Audio Lingual Method
10	Unit 12. Evaluations Reading: Annual Job Performance Evaluation Listening and Speaking: Setting Goals Writing: Writin a List of Goals	Communicative Method, Task-Based Method, Audio Lingual Method
11	Writing Exam	
12	Unit 13. Business Ethics Reading: This is Your Business Listening and Speaking: Describing Significant Changes Writing: Writing a Short Article	Communicative Method, Task-Based Method, Audio Lingual Method
13	Unit 14. Workplace Conflict 1 Reading: Introduction to Conflict Resolution Listening and Speaking: Expressing Appreciation Writing: Writing a Report on a Mediation Meeting	Communicative Method, Task-Based Method, Audio Lingual Method
14	Unit 15. Workplace Conflict 2 Reading: Workplace Conflict: What Would You Do? Listening and Speaking: Giving Advice Writing: Writing a Request	Communicative Method, Task-Based Method, Audio Lingual Method
15	Review for the Final Exam	Communicative Method, Task-Based Method, Audio Lingual Method
16	Final Exam	

Course Syllabus

#	Material / Resources	Information About Resources	Reference / Recommended Resources
1	Management II, Career Path	Virginia Evans- Jenny Dooley- Henry Brown Express Publishing	

Method of Assessment

#	Weight	Work Type	Work Title
1	30%	Mid-Term Exam	Mid-Term Exam
2	60%	Final Exam	Final Exam
3	10%	Quiz	Quiz

Relationship between Learning Outcomes of Course and Program Outcomes

#	Learning Outcomes	Program Outcomes	Method of Assessment
1	Developing academic speaking, listening, writing, and reading skills	14	1,2,3
2	Identifying related terminology	14	1,2,3
3	Developing personal strategies for reviewing new related vocabulary	14	1,2,3
4	Using vocabulary in a variety of academic speaking, listening, writing, and reading activities	14	1,2,3
5	Discussing a variety of topics needed for work in the students' professions	14	1,2,3
6	Evaluating a variety of texts	14	1,2,3

PS. The numbers, which are shown in the column Method of Assessment, presents the methods shown in the previous table, titled as Method of Assessment.

Work Load Details

#	Type of Work	Quantity	Time (Hour)	Work Load
1	Course Duration	14	3	42
2	Course Duration Except Class (Preliminary Study, Enhancement)	14	2	28
3	Presentation and Seminar Preparation	0	0	0

4	Web Research, Library and Archival Work	0	0	0
5	Document/Information Listing	0	0	0
6	Workshop	0	0	0
7	Preparation for Midterm Exam	1	6	6
8	Midterm Exam	1	1	1
9	Quiz	1	6	6
10	Homework	0	0	0
11	Midterm Project	0	0	0
12	Midterm Exercise	0	0	0
13	Final Project	0	0	0
14	Final Exercise	0	0	0
15	Preparation for Final Exam	1	6	6
16	Final Exam	1	1	1
				90