

TOROS ÜNİVERSİTESİ

Vocational School
Justice

Course Information

LEGAL LANGUAGE AND JUDICIAL CORRESPONDENCE					
Code	Semester	Theoretical	Practice	National Credit	ECTS Credit
		Hour / Week			
ADL127	Fall	2	0	2	3

Prerequisites and co-requisites	NONE
Language of instruction	Turkish
Type	Required
Level of Course	Associate
Lecturer	Lec. Sibel BOZKAYA
Mode of Delivery	Face to Face
Suggested Subject	NONE
Professional practise (internship)	None
Objectives of the Course	Judicial correspondence, and procedure to be used to grasp the language of law and to be informed about
Contents of the Course	legalese, petitions, types judicial correspondence

Learning Outcomes of Course

#	Learning Outcomes
1	defines the legal letter of application
2	counts the legal correspondance types.
3	expresses the legal decisions
4	defines the orders of payments

Course Syllabus

#	Subjects	Teaching Methods and Technics
1	legalese	related resource
2	general letters of application	related resource
3	legal letters of application	related resource
4	official correspondence the rules	related resource
5	types legal correspondence	related resource
6	types legal correspondence	related resource
7	legal decisions	related resource
8	legal decisions	related resource
9	documents according to bankruptcy and foreclosure	related resource
10	documents according to bankruptcy and foreclosure	related resource
11	announcements and notifications	related resource
12	contracts	related resource
13	notray documents	related resource
14	practices about correspondences	related resource

15	contracts	related resource
16	Final Exam	related resource

Course Syllabus

#	Material / Resources	Information About Resources	Reference / Recommended Resources
1	Atatürk Üniversitesi hukuk dili ve adli yazışmalar editör:Teyfik GÜRSOY,Murat ATALI		
2	GÜRSOY Hülya (2011)Hukuk Dili ve Adli Yazışmalar, Anadolu Üniversitesi Yayınları, Ankara .		
3	YILMAZ, Ejder (2008). Adli Yazı ve Yazışma Usulleri, Yetkin Yayınları, 2. Baskı, Ankara.		

Method of Assessment

#	Weight	Work Type	Work Title
1	40%	Mid-Term Exam	Mid-Term Exam
2	60%	Final Exam	Final Exam

Relationship between Learning Outcomes of Course and Program Outcomes

#	Learning Outcomes	Program Outcomes	Method of Assessment
1	defines the legal letter of application	5,7,16	1,2
2	counts the legal correspondance types.	4,14,18	1,2
3	expresses the legal decisions	9,15	1,2
4	defines the orders of payments	9	1,2

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	2	28
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	0	0	0
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	10	10
16	Final Exam	1	1	1

