

# TOROS ÜNİVERSİTESİ

Vocational School  
Logistics

## Course Information

PROFESSIONAL ENGLISH					
Code	Semester	Theoretical	Practice	National Credit	ECTS Credit
		Hour / Week			
LOJ244	Spring	2	0	2	2

<b>Prerequisites and co-requisites</b>	None
<b>Language of instruction</b>	Turkish
<b>Type</b>	Required
<b>Level of Course</b>	Associate
<b>Lecturer</b>	Lecturer Selami GEDİK
<b>Mode of Delivery</b>	Face to Face
<b>Suggested Subject</b>	
<b>Professional practise ( internship )</b>	None
<b>Objectives of the Course</b>	The aim of this course is to enable students to understand and develop their English knowledge in their field of application and to develop and use what they understand in order to make writing.
<b>Contents of the Course</b>	English technical business terms, English technical business terms, English sentence patterns and questionnaires, English business questionnaires, English business question sentences and answers, business e-letter structure look and various models, tips on effective business letters, a business letter ( E-letter) sections, business letter formats, commonly used sentence patterns in business letters, sentence patterns used in business letters.

## Learning Outcomes of Course

#	Learning Outcomes
1	To be able to explain the concepts of logistics in English
2	Ability to explain the subjects of the professional field of the students on the foreign language
3	Develop oral skills in foreign language
4	Develop foreign language writing skills
5	To enable the students to make purchasing and selling transactions in the professional field.

## Course Syllabus

#	Subjects	Teaching Methods and Technics
1	English technical business words	
2	English technical business words	
3	English technical business terms	
4	English technical business terms	
5	English sentence patterns	
6	English sentence patterns and question sentences	
7	English business question sentences and answers	
8	Midterm	
9	The importance of business letters and e-messages	

10	Business e-letter structure, appearance and different models	
11	Tips for Effective Business Letters	
12	Sections of a business letter (e-letter)	
13	Business letter formats	
14	Sentence patterns commonly used in business letters	
15	Sentence patterns used in business letters	
16	Final Exam	

## Course Syllabus

#	Material / Resources	Information About Resources	Reference / Recommended Resources
1	English Commercial Writings	Coşkun YENİ	
2	English Reading Parts	Web Pages	

## 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	To be able to explain the concepts of logistics in English	11,12	1,2
2	Ability to explain the subjects of the professional field of the students on the foreign language	11,12	1,2
3	Develop oral skills in foreign language	12	1,2
4	Develop foreign language writing skills	12	1,2
5	To enable the students to make purchasing and selling transactions in the professional field.	11,12	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	1	1
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	12	12
16	Final Exam	1	1	1
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