

# TOROS ÜNİVERSİTESİ

Vocational School  
Logistics

## Course Information

PROFESSIONAL ENGLISH I					
Code	Semester	Theoretical	Practice	National Credit	ECTS Credit
		Hour / Week			
LOJ223	Fall	2	0	2	2

<b>Prerequisites and co-requisites</b>	
<b>Language of instruction</b>	Turkish
<b>Type</b>	Required
<b>Level of Course</b>	Associate
<b>Lecturer</b>	Lecturer. Ayşe GÜNGÖR
<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 business phrases, English technical business phrases, English sentence patterns and questionnaires, English business question sentences and answers, business e-letter structure, appearance and different models, tips about 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 enable the students to explain the logistics concepts in English.
2	To provide students with foreign language understanding of the subjects of their professional field.
3	Develop oral skills in foreign language
4	Develop foreign language writing skills
5	To enable the students to make trading transactions in the professional field

## Course Syllabus

#	Subjects	Teaching Methods and Technics
1	Technical bussiness words in English	Oral Presentation
2	Technical bussiness words in English	Oral Presentation
3	Technical business phrases in English	Oral Presentation
4	Technical business phrases in English	Oral Presentation
5	English sentence patterns	Oral Presentation
6	English sentence patterns and questionnaires	Oral Presentation
7	English business question sentences and answers	Oral Presentation
8	Midterm	
9	The importance of business letters and e-messages	Oral Presentation
10	Business e-letter structure, appearance and different models	Oral Presentation

11	Tips for Effective Business Letters	Oral Presentation
12	Sections of a business letter (e-letter)	Oral Presentation
13	Business letter formats	Oral Presentation
14	Sentence patterns commonly used in business letters	Oral Presentation
15	Sentence patterns used in business letters	Oral Presentation
16	Final Exam	

## Course Syllabus

#	Material / Resources	Information About Resources	Reference / Recommended Resources
1	English Commercial Writings	Coşkun Yeni	
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 enable the students to explain the logistics concepts in English.	12	1,2
2	To provide students with foreign language understanding of the subjects of their professional field.	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 trading 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	1	1
16	Final Exam	1	1	1
				<b>60</b>