

SYLLABUS

Faculty of Economics and Administrative Sciences International Relations

Course Code	Course Title		Credits		ECTS Value
FLE-101	Freshman English I		2-2-4		6
Prerequisite Courses:	None				
Course Language:	English	Course Delivery I	Mode:	Face to face	Э
Course Type and Level:	Compulsory/1. Year/Fall Semester				

Instructor's Title, Name, and Surname	Course Hours	Office Hours	Contact
Assist Prof. Dr. Tolga ÇAY	Thurs. 10.15- 11.45 13.25-14.55	Monday 13.00-15.00	tolgacay@cag. edu.tr

Course Coordinator:

Assist Prof. Dr. Tolga ÇAY

Course Objectives

			Relations		
les	Upon succ	cessful completion of this course, the student will be able to;	Program Outcomes	Net Contribution	
	1	apply Business English in a variety of professional contexts	1	5	
	2	identify business language structures and vocabulary in authentic texts and audio scripts.	1	5	
Outcomes	3	differentiate between formal business English structures and informal general English structures and vocabulary.	1	4	
	4	express their views and opinions in discussions using appropriate business English structures and vocabulary.	1,5	5,4	
Learning	5	perform business telephone conversations, negotiations, meetings, and presentations.	1	5	
	6	infer meaning from articles, audio scripts, and discussions	5	4	
Course	7	evaluate business situations, identifying problems and recommending solutions.	1,5	4,4	
	8	listen to important information and take effective notes.	1	5	
	9	Develops self-confidence when using English in professional communication environments and demonstrates a positive attitude towards cultural diversity in the work environment.	1	5	
	10	Demonstrates a cooperative, respectful and responsible approach to tasks such as teamwork, negotiation and presentation.	6	5	
Course Content: This course is designed to integrate the business world into the classroom. It combines listening, reading, writing, speaking, and grammar activities to provide a wide range of learning opportunities. Through the coursebook's contents, students will expand their knowledge of various business-relations.					

Course Schedule (Weekly Plan)

topics and improve their confidence in using English for professional purposes.

Week	Торіс	Preparation	Teaching Methods and Techniques
1	Making Contacts: Conference attendance, meeting people (Ch. 1)	Ch. 1	Discussion, roleplay, vocabulary exercises
2	Networking: Socializing and small talk (Ch. 1 & 2)	Ch. 2	Inductive teaching, pair work, discussion
3	Making Calls: Receiving calls, voicemail messages (Ch. 2 & 3)	Ch. 2 & 3	Roleplay, contextualization exercises



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4	Handling Calls: Exchanging information, scheduling meetings (Ch. 3)			Ch. 3		Listening practice, group activities	
5	Keeping Track: Clarifying and checking information (Ch. 4)			Ch. 4		Inductive to texts for in	eaching, scanning formation
6	Business Travel: Making travel arrangeme formal vs informal language (Ch. 5)		ents,	Ch. 5		Roleplay, (vocabulary	grammar practice, building
7	Handling Problems: Dealing with travel-rel problems (Ch. 5 & 6)		lated	Ch. 5 & 6		Group disc roleplaying issues	cussions, g common travel
8	Midterm Exam						
9	Midterm Exam						
10	Handling Complaints: Resp polite forms, first conditiona		plaints,	Ch. 7		roleplay, d	
11	Negotiating: Techniques for negotiations (Ch. 8)	successful		Ch. 8			k, roleplaying ns, vocabulary
12	Presentations: Structuring a presentation (Ch. 9)			Ch. 9		Group pres feedback,	sentations, team activities
13	Teamwork: Working in team (Ch. 10)			Ch. 10		brainstorm	ed projects, ing sessions
14	General Review: Review of (Ch. 1-10)			Ch. 1-10		games, fee	
15	Revision and Practical Task and feedback sessions (Ch.		enarios	Ch. 1-10		meetings,	mock business peer assessment
Final Revision and Feedback: final assessments		ck: Preparatior	on for None			Teamwork assessment activities	, peer nt, final review
17	Final Exam						
18	Final Exam						
				Resource			
Textboo	k:				3.0 Intermediate B1: BN 978-0-45520-7.	Business Er	nglish course
Recomn	nended References:		(2003).	English fo	or business communic	ation (2nd e	d.). Cambridge
		Course A	ssessm	ent and E	Evaluation		
	Activities	Number	Perc	entile	entile Notes		
Midterm	Exam	1	%35		Covers content from weeks 1-7		
Project		0					
Assignn	nent	1	%	15			
Presentation		0					
Portfolio		0					
Final 1			%50 Comprehensive, cov		vers content from all weeks		
			ECTS	Table			
Content			Number		Hours		Total
Course Duration			1	4	4		56
Out-of-Class Study			1	4			56
Assignment			,	1	15		15
Presentation							
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Project



Midterm Exam (Midterm Exam Duration + Midterm Exam Preparation)	1	25	25
Final Exam (Final Exam Duration + Final Exam Preparation)	1	40	40
	192		
	192/30=6,40		
	6		



Past Term Achievements







