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| SYLLABUS  HIGHER VOCATIONAL SCHOOL Court Office Services Program | | | | | | | | | | | | | |
| Course Code | | | **Course Title** | | | | | | **Credits** | | | ECTS Value | |
| ENG - 106 | | | English Language Skills - II | | | | | | (2-1-3)3 | | | 6 | |
| Prerequisite Courses: | | | None | | | | | | | | | | |
| Course Language: | | | English | | | **Course Delivery Mode:** | | | | Face to Face | | | |
| Course Type and Level: | | | Compulsory / Spring Semester / Associate Degree | | | | | | | | | | |
| Instructor's Title, Name, and Surname | | | | | | **Course Hours** | | | **Office Hours** | | | Contact | |
| Lecturer Pelin Batman | | | | | | Wednesday 10.15-12.35 | | | Tuesday  10.00-11.00 | | | pelinbatman@cag.edu.tr | |
| Course Coordinator: | | | Lecturer Pelin Batman | | | | | | | | | | |
| Course Objectives | | | | | | | | | | | | | |
| Course Learning Outcomes | Upon successful completion of this course, the student will be able to; | | | | | | | | | Relations | | | |
| Program Outcomes | | | Net Contribution |
| 1 | | Will be able to identify basic information in short and simple dialogues. | | | | | | | 9 | | | 5 |
| 2 | | Will be able to take notes of specific information in short listening texts. | | | | | | | 9 | | | 5 |
| 3 | | Will be able to summarize basic information in short and simple texts. | | | | | | | 9 | | | 5 |
| 4 | | Will be able to ask questions and give appropriate answers in short dialogues about daily situations. | | | | | | | 9 | | | 5 |
| 5 | | Will be able to produce short sentences introducing themselves based on guiding questions. | | | | | | | 9 | | | 5 |
| 6 | | Will be able to write a simple and coherent paragraph describing their daily routines. | | | | | | | 9 | | | 5 |
| 7 | | Will be open-minded towards different cultures and value English as a means of communication. | | | | | | | 9 | | | 5 |
| Course Content: | | | This course has been designed at the A1 level to help students develop their basic English language skills. In addition to grammar, reading, listening, and writing covered in the A1 level coursebook, the program aims to support students in using English for their daily life needs. Through planned lesson content and interactive activities, students will have the opportunity to learn fundamental grammar rules, understand short and simple texts, comprehend daily conversations by listening, and improve their written communication skills. The course will place emphasis on expanding vocabulary, strengthening communication skills, and using English both orally and in writing. | | | | | | | | | | |
| Course Schedule (Weekly Plan) | | | | | | | | | | | | | |
| Week | | **Topic** | | | | | **Preparation** | | | | Teaching Methods and Techniques | | |
| 1 | | Introduction / Course Requirements | | | | | Reviewing the course syllabus and textbook | | | | Introduction – Question and Answer | | |
| 2 | | Artist of the Future | | | | | Discuss famous paintings; **“Find someone who…”** activity. | | | | Presentation, presentation with visual support, pair dialogues, group work | | |
| 3 | | Make Friends | | | | | Brainstorm simple adjectives for people (kind, friendly, shy). | | | | Presentation, word–picture matching, group work | | |
| 4 | | Talk about Things You Love  Review 5&6 | | | | | Show photos of hobbies; write example sentences. | | | | Presentation, pair dialogues, class survey | | |
| 5 | | Takeaways | | | | | Ask students how often they order food; write model sentences. | | | | Presentation, group work, class survey | | |
| 6 | | React! | | | | | Show pictures of popular free-time activities; build example sentences. | | | | Presentation, presentation with visual support, paired interviews | | |
| 7 | | What’s happening? | | | | | Show a body chart; label body parts; say actions in the **present continuous.** | | | | Presentation, **Total Physical Response (TPR)** method | | |
| 8 | | Ara Sınav | | | | |  | | | |  | | |
| 9 | | Ara Sınav | | | | |  | | | |  | | |
| 10 | | Work and Play | | | | | Show pictures of people working and playing; talk about what students are wearing now and what they usually wear. | | | | Presentation, visual description, compare & contrast, pair dialogues | | |
| 11 | | Shop Review 7&8 | | | | | Show pictures of shops and shopping items (clothes, gadgets); brainstorm useful words (buy, pay, try on, cheap, expensive).  Preparation for the writing project. | | | | Presentation, group work, role-play | | |
| 12 | | Hidden Talents | | | | | Show pictures of people with special skills; ask what students **can/can’t** do and write simple examples. | | | | Presentation, pair work, class survey | | |
| 13 | | In the Family  **Writing Project** | | | | | Say job names; make sentences in the **past simple.** Project submission | | | | Presentation, group work, guided writing activity | | |
| 14 | | **Oral Presentation** | | | | | Preparing for the oral presentation | | | | Feedback | | |
| 15 | | We Didn’t Listen | | | | | Review **past time expressions;** write simple examples with **regular verbs.** | | | | Presentation, group work | | |
| 16 | | Celebrate in Style | | | | | Show celebration photos; study **irregular past verbs** and write a few example sentences. | | | | Presentation, pair work, writing activity | | |
| 17 | | Final Exam | | | | |  | | | |  | | |
| 18 | | Final Exam | | | | |  | | | |  | | |
| Course Resources | | | | | | | | | | | | | |
| Textbook: | | | | Studio - Helbling | | | | | | | | | |
| Recommended References: | | | | <https://learnenglish.britishcouncil.org/> | | | | | | | | | |
| Course Assessment and Evaluation | | | | | | | | | | | | | |
| Activities | | | | **Number** | **Percentile** | | | Notes | | | | | |
| Midterm Exam | | | | 1 | 20% | | |  | | | | | |
| Writing Project | | | | 1 | 10% | | |  | | | | | |
| Online Assignment | | | | 1 | 10% | | |  | | | | | |
| Oral Presentation | | | | 1 | 10% | | |  | | | | | |
| Portfolio | | | | 0 | 0 | | |  | | | | | |
| Final | | | | 1 | 50% | | |  | | | | | |
| ECTS Table | | | | | | | | | | | | | |
| Content | | | | | **Number** | | | **Hours** | | | | Total | |
| Course Duration | | | | | **14** | | | **3** | | | | 42 | |
| Out-of-Class Study | | | | | **14** | | | **3** | | | | 42 | |
| Online Assignment | | | | | **1** | | | **18** | | | | 18 | |
| Oral Presentation | | | | | **1** | | | **14** | | | | 14 | |
| Writing Project | | | | | **1** | | | **14** | | | | 14 | |
| Midterm Exam (Midterm Exam Duration + Midterm Exam Preparation) | | | | | **1** | | | **20** | | | | 20 | |
| Final Exam (Final Exam Duration + Final Exam Preparation) | | | | | **1** | | | **30** | | | | 30 | |
| Total: | | | | | | | | | | | | 180 | |
| Total / 30: | | | | | | | | | | | | 180/30 | |
| ECTS Credit: | | | | | | | | | | | | 6 | |

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| Past Term Achievements | |
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