

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:

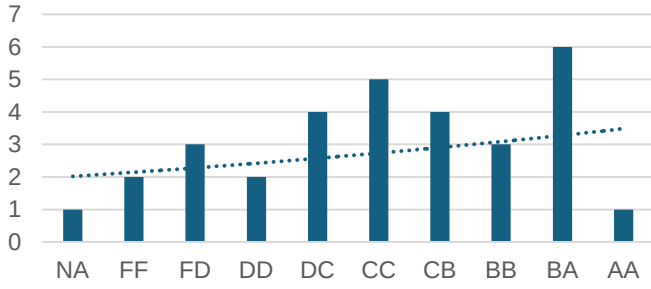
<https://learnenglish.britishcouncil.org/>

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

Past Term Achievements

2023-2024 Spring Semester
ING 106 Court Office Services Program



2024-2025 Spring Semester
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