

SYLLABUS
Faculty of Economics and Administrative Sciences
International Finance and Banking

Course Code	Course Title		Credits	ECTS Value
FLE-104	Vocational English II		2-2-4	6
Prerequisite Courses:	None			
Course Language:	English	Course Delivery Mode:	Face to face	
Course Type and Level:	Compulsory/1. Year/Spring Semester			
Instructor's Title, Name, and Surname		Course Hours	Office Hours	Contact
Assist. Prof. Dr. Tolga ÇAY		Fri. 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

	Upon successful completion of this course, the student will be able to;		Relations	
			Program Outcomes	Net Contribution
Course Learning Outcomes	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
	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
	5	perform business telephone conversations, negotiations, meetings, and presentations.	1	5
	6	infer meaning from articles, audio scripts, and discussions	5	4
	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-related topics and improve their confidence in using English for professional purposes.

Course Schedule (Weekly Plan)

Week	Topic	Preparation	Teaching Methods and Techniques
1	Being Heard: Attitudes to meetings	Ch. 13	Guided discussion, roleplay, vocabulary exercises
2	Being Heard: Attitudes to meetings	Ch. 13	Inductive teaching, pair work, reflective learning
3	Snail Mail: Different types of communication	Ch. 14	Comparative analysis, task-based learning, noticing technique, product-based writing task

4	Solving Problems: Solutions to problems	Ch. 15	Problem-based learning, case study, decision-making tasks, group work, listening practice
5	Solving Problems: Solutions to problems	Ch. 15	Problem-based learning, case study, decision-making tasks, group work, listening practice
6	Eating out	Ch. 17	Roleplay, situational dialogue practice, menu-based tasks, functional language practice grammar practice, vocabulary building
7	Eating out	Ch. 17	Roleplay, situational dialogue practice, menu-based tasks, functional language practice grammar practice, vocabulary building
8	Midterm Exam		
9	Midterm Exam		
10	Telecommunications	Ch. 18	Listening for Gist & Detail, Functional Language Focus, Inductive grammar teaching, roleplay, discussion
11	Telecommunications	Ch. 8	Group work, roleplaying negotiations, vocabulary practice
12	Negotiating: Techniques for successful negotiations	Ch. 19	Role play, language of negotiation frames, case study analysis, decision-making tasks group presentations, feedback, team activities
13	Negotiating: Techniques for successful negotiations	Ch. 19	Role play, language of negotiation frames, case study analysis, decision-making tasks group presentations, feedback, team activities
14	Assertiveness	Ch. 20	Contrastive role play, reflective learning, discourse analysis, sentence transformation tasks
15	Revision and Practical Tasks: Practice scenarios and feedback sessions	Ch. 13-20	Roleplay, mock business meetings, peer assessment
16	Final Revision and Feedback: Preparation for final assessments	None	Teamwork, peer assessment, final review activities
17	Final Exam		
18	Final Exam		

Course Resources

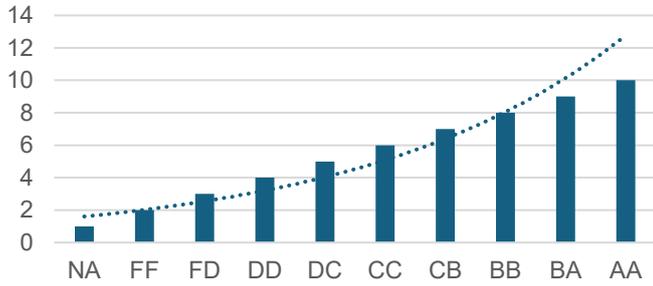
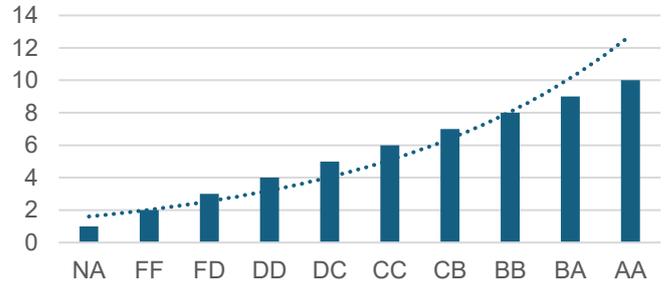
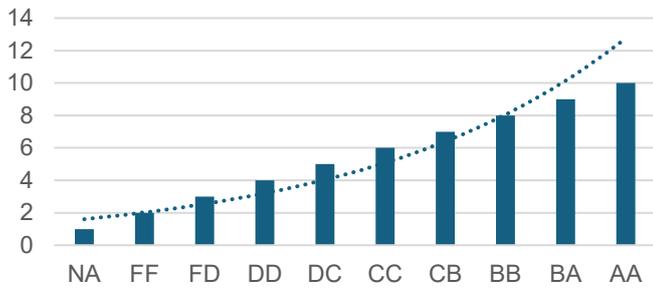
Textbook:	Powell, M. (2014). In company 3.0 Intermediate B1: Business English course book. Macmillan Education. ISBN 978-0-45520-7.
Recommended References:	Sweeney, S. (2003). English for business communication (2nd ed.). Cambridge University Press. ISBN 9780521754491.

Course Assessment and Evaluation

Activities	Number	Percentile	Notes
Midterm Exam	1	%35	Covers content from weeks 1-7

Project	0		
Assignment	1	%15	
Presentation	0		
Portfolio	0		
Final	1	%50	Comprehensive, covers content from all weeks
ECTS Table			
Content	Number	Hours	Total
Course Duration	14	4	56
Out-of-Class Study	14	4	56
Assignment	1	15	15
Presentation			
Project			
Midterm Exam (Midterm Exam Duration + Midterm Exam Preparation)	1	25	25
Final Exam (Final Exam Duration + Final Exam Preparation)	1	40	40
Total:			192
Total / 30:			192/30=6,40
ECTS Credit:			6

Past Term Achievements

 2024-2025 Fall Semester
 Course Code and Name

 2024-2025 Spring Semester
 Course Code and Name

 2025-2026 Fall Semester
 Course Code and Name

 2025-2026 Spring Semester
 Course Code and Name
