

SYLLABUS

Faculty of Economics and Administrative Sciences International Trade and Logistics

Course Code	Course Title		Credits	ECTS Value
FLE-103	Vocational English I		2-2-4	6
Prerequisite Courses:	None			
Course Language:	English	Course Delivery Mode:	Face to face	
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				
Course Learning Outcomes	Upon successful completion of this course, the student will be able to;		Relations	
			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
	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	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	

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 teaching, scanning texts for information
6	Business Travel: Making travel arrangements, formal vs informal language (Ch. 5)	Ch. 5	Roleplay, grammar practice, vocabulary building
7	Handling Problems: Dealing with travel-related problems (Ch. 5 & 6)	Ch. 5 & 6	Group discussions, roleplaying common travel issues
8	Midterm Exam		
9	Midterm Exam		
10	Handling Complaints: Responding to complaints, polite forms, first conditional (Ch. 7)	Ch. 7	Inductive grammar teaching, roleplay, discussion
11	Negotiating: Techniques for successful negotiations (Ch. 8)	Ch. 8	Group work, roleplaying negotiations, vocabulary practice
12	Presentations: Structuring a business presentation (Ch. 9)	Ch. 9	Group presentations, feedback, team activities
13	Teamwork: Working in teams, leading meetings (Ch. 10)	Ch. 10	Team-based projects, brainstorming sessions
14	General Review: Review of all chapters covered (Ch. 1-10)	Ch. 1-10	Group discussion, review games, feedback
15	Revision and Practical Tasks: Practice scenarios and feedback sessions (Ch. 1-10)	Ch. 1-10	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

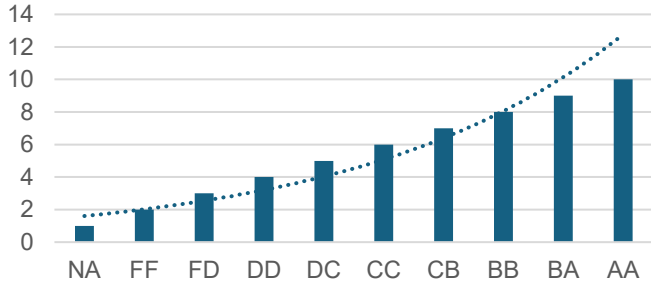
ECTS Table

Content	Number	Hours	Total
Course Duration	14	4	56
Out-of-Class Study	14	4	56
Assignment	1	15	15
Presentation			
Project			

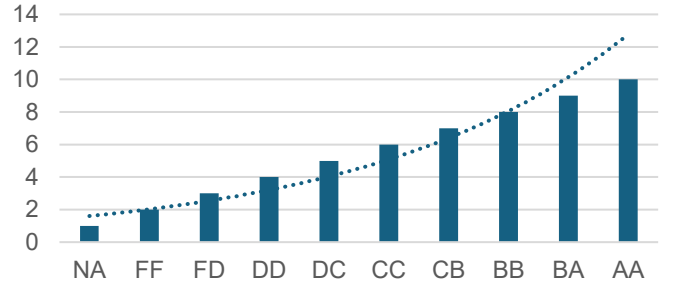
Midterm Exam (Midterm Exam Duration + Midterm Exam Preparation)	1	25	25
Final Exam (Final Exam Duration + Final Exam Preparation)	1	40	40
Total:			192
Total / 30:			192/30=6,40
ECTS Credit:			6

Past Term Achievements

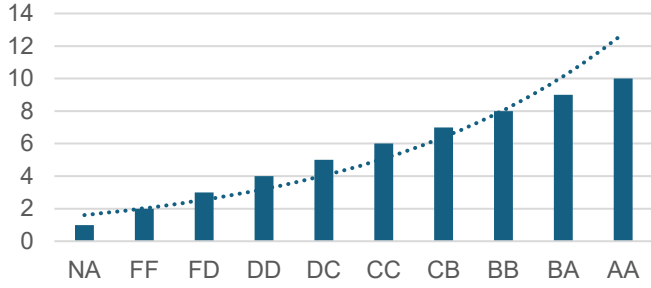
2024-2025 Fall Semester
Course Code and Name



2024-2025 Spring Semester
Course Code and Name



2025-2026 Fall Semester
Course Code and Name



2025-2026 Spring Semester
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