

SYLLABUS

VOCATIONAL SCHOOL DEPARTMENT OF COURT OFFICE SERVICES

Course Code	Course Title		Credits		ECTS Value
TRK 104	Turkish II		(2-0-2)		3
Prerequisite Courses:	None				
Course Language:	Turkish	Course Delivery Mode: Online			
Course Typeand Level:	Compulsory / Associate Degree 1st Year / Spring Semester				
Instructor'sTit	e, Name, andSurname	Course Hours	Office Hours Co		Contact
Asst.	Prof. Dr. Birsel Çağlar Abiha	2			oirselcaglarabiha@ cag.edu.tr

Course Objectives

Coordinator:

Asst. Prof. Birsel Çağlar Abiha

informative texts.

Course

			Relations		
es	Uponsuccessfulcompletion of thiscourse, thestudentwill be ableto;		Program Outcomes	Net Contribution	
mo	1	knows the simplification process of Turkish.	1,3	4,3	
Outcomes	2	detects and corrects expression errors.	3,1	4,3	
Learning	3	analyzes and interprets literary and informative texts.	3,2	4,3	
	4	identifies and distinguishes oral and written expression types.	3,4	5,3	
Course	5	applies presentation techniques and diction rules.	3,1	4,3	
Ö	6	develops academic and professional presentation skills.	7,4,2	3,3,3	
	7	producesoriginalwrittenand oral texts in variousgenres.	3,5	4,3	
_	Thiscoursefocuses on thesimplification process of Turkish and to enhance students' oral a written expression skills and enable them to use Turkish effectively and accurately. It a aims to help students recognize, analyze, and present various types of literary a				

Course Schedule (Weekly Plan)

Week	Topic	Preparation	TeachingMethodsandTe chniques
1	Introtolanguagesimplificationandissues	None	Lecture, Brainstorming, Discussion
2	Expressionerrors I	Articlereview	QuestionsandAnswers, Discussion
3	Expressionerrors II	Articlereview	QuestionsandAnswers, Discussion
4	Basic principles of written and oral expression	Preparationfromsourcebo oksandlecturenotes	Lecture, PracticalWork



Writingmodesandtechniquesfor idea development Reference book, Lecture, Lecture, Lecture, QuestionsandAnswers								
Written expression I: Didactic texts Reference book Suplementaryresources Suplementaryresources MidtermExam MidtermExam Reference book Suplementaryresources QuestionsandAnswers	5	Writingmodesandtechniquesfor idea development			The state of the s		Lecture, PracticalWork	
Reference book, Suplementaryresources Reference book, Suplementaryresources Reference book, Suplementaryresources Reference book, Suplementaryresources Reference book, Supplementaryresources, Incurrentes Reference book, Supplementaryresources, Incurrenter Reference book, Supplementaryresources, Incurren	6	Written expression I: Literary texts			Refere	nce book		sandAnswers
MidtermExam	7	Written expression I: Types of literary		texts		nce book, Lecture		
Referencebook, supplementaryresources, lecturenotes Referencebook, supplementaryresources, Turkish Language Associationwebsite Referencebook, supplementa	8 MidtermExam					, , , , , , , , , , , , , , , , , , , ,		
10 Written expression II: Didactic texts supplementaryresources, lecturenotes Referencebook, supplementaryresources, lecturenotes PracticalWork	9							
11 Written expression II: Types of didactic texts supplementaryresources, cutrenotes c	10				supple:	mentaryresources, notes		
Referencebook, supplementaryresources, Turkish Language Associationwebsite Referencebook, supplementaryresources, TracticalWork Referencebook, supplementaryresources, Turkish Language Associationwebsite Referencebook, supplementaryresources, Turkish Language Associationwebsite Referencebook, supplementaryresources, Turkish Language Associationwebsite Lecture, PracticalWork Lecture, PracticalWork Lecture, PracticalWork Lecture, PracticalWork Lecture, PracticalWork Lecture, PracticalWork Referencebook, supplementaryresources, Turkish Language Associationwebsite Lecture, PracticalWork Lecture, PracticalWork Lecture, PracticalWork Lecture, PracticalWork References Resources PracticalWork PracticalWork	11	Written expression II: Typ	oes of didacti	c texts	supplei	mentaryresources,		
Types of verbalexpression Supplementaryresources, Turkish Language Associationwebsite Referencebook, Supplementaryresources, Turkish Language Associationwebsite Referencebook, Supplementaryresources, Turkish Language Associationwebsite Lecture, Questionsand Answers, Practical Work	12	Types of verbalexpressio	n I		Lecture	enotes	Practical\	Nork
Presentation and speaking techniques Supplementaryresources, Turkish Language CuestionsandAnswers, PracticalWork	13				supple: Turkish	mentaryresources, Language	yresources, uage QuestionsandAnsw PracticalWork	
Lecturenotes	14	Presentation and speakir	Referencebook, supplementaryresources, Turkish Language		QuestionsandAnswers,			
Textbook: Course Resources Aksoy, Ömer Asım (1990). Dil Yanlışları. Ankara: Emel Matbaacıllık. Çotuksöken, Yusuf (2001). Üniversite Öğrencileri İçin Uygulamalı Türk Dili I, II. İstanbul: Papatya Yayıncılık. Demir, Nurettin-Emine Yılmaz (2003). Türk Dili El Kitabı. Ankara: Grafiker Yayınları. RecommendedReferences: Eker, Süer (2010). Çağdaş Türk Dili. Ankara: Grafiker Yayınları. Odacı, Serdar (Ed.) (2008). Dil ve Anlatım. Konya: Tablet Yayınları. Türk Dil Kurumu İnternet Sitesi: TÜBİTAK Sunum El Kitabı. Course Assessmentand Evaluation Activities Number Percentile Notes MidtermExam 1 40% Final 1 60% ECTS Table Content Number Hours Total Course Duration 14 2 28 Out-of-Class Study 14 9 9	15	Diction, emphasis, intonation			Lecture	enotes	Lecture, Practical Work	
Course Resources Aksoy, Ömer Asım (1990). Dil Yanlışları. Ankara: Emel Matbaacılık. Çotuksöken, Yusuf(2001). Üniversite Öğrencileri İçin Uygulamalı Türk Dili I, II. İstanbul: Papatya Yayıncılık. Demir, Nurettin-Emine Yılmaz (2003). Türk Dili El Kitabı. Ankara: Grafiker Yayınları. RecommendedReferences: Eker, Süer (2010). Çağdaş Türk Dili. Ankara: Grafiker Yayınları. Odacı, Serdar (Ed.) (2008). Dil ve Anlatım. Konya: Tablet Yayınları. Türk Dil Kurumu İnternet Sitesi.TÜBİTAK Sunum El Kitabı. Course Assessmentand Evaluation Activities Number Percentile Notes MidtermExam 1 40% Final 1 60% ECTS Table Content Number Hours Total Course Duration 14 2 28 Out-of-Class Study 14 2 28 MidtermExam 1 9 9	16	Sample exercise			Lecture	enotes	PracticalWork	
Course Resources Aksoy, Ömer Asım (1990). Dil Yanlışları. Ankara: Emel Matbaacılık. Çotuksöken, Yusuf(2001). Üniversite Öğrencileri İçin Uygulamalı Türk Dili I, II. İstanbul: Papatya Yayıncılık. Demir, Nurettin-Emine Yılmaz (2003). Türk Dili El Kitabı. Ankara: Grafiker Yayınları. RecommendedReferences: Eker, Süer (2010). Çağdaş Türk Dili. Ankara: Grafiker Yayınları. Odacı, Serdar (Ed.) (2008). Dil ve Anlatım. Konya: Tablet Yayınları. Türk Dil Kurumu İnternet Sitesi. TÜBİTAK Sunum El Kitabı. Course Assessmentand Evaluation Activities Number Percentile Notes MidtermExam 1 40% Final 1 60% ECTS Table Content Number Hours Total Course Duration 14 2 28 Out-of-Class Study 14 2 28 MidtermExam 1 9 9	17	17 Final Exam						
Aksoy, Ömer Asım (1990). Dil Yanlışları. Ankara: Emel Matbaacılık. Çotuksöken,Yusuf(2001). Üniversite Öğrencileri İçin Uygulamalı Türk Dili I, II. İstanbul: Papatya Yayıncılık. Demir, Nurettin-Emine Yılmaz (2003). Türk Dili El Kitabı. Ankara: Grafiker Yayınları. RecommendedReferences: Eker, Süer (2010). Çağdaş Türk Dili. Ankara: Grafiker Yayınları. Odacı, Serdar (Ed.) (2008). Dil ve Anlatım. Konya: Tablet Yayınları. Türk Dil Kurumu İnternet Sitesi. TÜBİTAK Sunum El Kitabı. Course Assessmentand Evaluation Activities Number Percentile Notes MidtermExam 1 40% Final 1 60% ECTS Table Content Number Hours Total Course Duration 14 2 28 Out-of-Class Study 14 2 28 MidtermExam 1 9 9	18	Final Exam						
Textbook: Cotuksöken, Yusuf (2001). Üniversite Öğrencileri İçin Uygulamalı Türk Dili I, II. İstanbul: Papatya Yayıncılık. Demir, Nurettin-Emine Yılmaz (2003). Türk Dili El Kitabı. Ankara: Grafiker Yayınları. Eker, Süer (2010). Çağdaş Türk Dili. Ankara: Grafiker Yayınları. Odacı, Serdar (Ed.) (2008). Dil ve Anlatım. Konya: Tablet Yayınları. Türk Dil Kurumu İnternet Sitesi. TÜBİTAK Sunum El Kitabı. Course Assessmentand Evaluation Activities Number Percentile Notes MidtermExam 1 40% Final 1 60% ECTS Table Content Number Hours Total Course Duration 14 2 28 Out-of-Class Study 14 2 28 MidtermExam 1 9 9			C	ourse R	Resource	es		
Recommended References: Odacı, Serdar (Ed.) (2008). Dil ve Anlatım. Konya: Tablet Yayınları. Türk Dil Kurumu İnternet Sitesi.TÜBİTAK Sunum El Kitabı. Course Assessmentand Evaluation MidtermExam 1 40% Final 1 60% ECTS Table Content Number Hours Total Course Duration 14 2 28 Out-of-Class Study 14 2 28 MidtermExam 1 9 9	Textboo	Cotuksöken, Yusuf (2001). Üniversite Öğrencileri İçin Uygulamalı Türk Dili I, II. İstanbul: Papatya Yayıncılık. Demir, Nurettin-Emine Yılmaz (2003). <i>Türk Dili El Kitabı</i> . Ankara: Grafiker				Türk Dili I, II.		
Activities Number Percentile Notes MidtermExam 1 40% Final 1 60% ECTS Table Content Number Hours Total Course Duration 14 2 28 Out-of-Class Study 14 2 28 MidtermExam 1 9 9	Recomi	Odacı, Serdar (Ed.) (2008). <i>Dil ve Anlatım</i> . Konya: Tablet Yayınları.				arı.		
MidtermExam 1 40% Final 1 60% ECTS Table Content Number Hours Total Course Duration 14 2 28 Out-of-Class Study 14 2 28 MidtermExam 1 9 9			Course As	ssessm	entand l	Evaluation		
Final 1 60% ECTS Table Content Number Hours Total Course Duration 14 2 28 Out-of-Class Study 14 2 28 MidtermExam 1 9 9		Activities	Number	Percentile			Notes	
ECTS Table Content Number Hours Total Course Duration 14 2 28 Out-of-Class Study 14 2 28 MidtermExam 1 9 9	Midtern	nExam	1	40%				
Content Number Hours Total Course Duration 14 2 28 Out-of-Class Study 14 2 28 MidtermExam 1 9 9	Final 1		60	0%				
Course Duration 14 2 28 Out-of-Class Study 14 2 28 MidtermExam 1 9 9	ECTS Table							
Out-of-Class Study 14 2 28 MidtermExam 1 9 9	Content			Number		Hours		Total
MidtermExam 1 9 9	Course Duration		14		2		28	
	Out-of-Class Study		14		2		28	
Final Exam 1 12 12	MidtermExam		1		9		9	
	Final Exam			,	1	12		12
Total: 77							Total:	77



Total / 30:	77/30=2.5
ECTS Credit:	3