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| SYLLABUS  HIGHER VOCATIONAL SCHOOL Medical Documentation and Secretariat Program | | | | | | | | | | | | | |
| Course Code | | | **Course Title** | | | | | | **Credits** | | | ECTS Value | |
| ENG - 105 | | | English Language Skills - I | | | | | | (2-1-3)3 | | | 6 | |
| Prerequisite Courses: | | | None | | | | | | | | | | |
| Course Language: | | | English | | | **Course Delivery Mode:** | | | | Face to Face | | | |
| Course Type and Level: | | | Compulsory / First Semester / Associate Degree | | | | | | | | | | |
| Instructor's Title, Name, and Surname | | | | | | **Course Hours** | | | **Office Hours** | | | Contact | |
| Lecturer Deniz Özonur | | | | | | Wednesday 13.25-15.45 | | | Tuesday 10.00-10.40 | | | denizozonur@cag.edu.tr | |
| Course Coordinator: | | | Lecturer Deniz Özonur | | | | | | | | | | |
| 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. | | | | | | | 1 | | | 4 |
| 2 | | Will be able to take notes of specific information in short listening texts. | | | | | | | 1 | | | 4 |
| 3 | | Will be able to summarize basic information in short and simple texts. | | | | | | | 4 | | | 5 |
| 4 | | Will be able to ask questions and give appropriate answers in short dialogues about daily situations. | | | | | | | 1 | | | 5 |
| 5 | | Will be able to produce short sentences introducing themselves based on guiding questions. | | | | | | | 4 | | | 4 |
| 6 | | Will be able to write a simple and coherent paragraph describing their daily routines. | | | | | | | 4 | | | 5 |
| 7 | | Will be open-minded towards different cultures and value English as a means of communication. | | | | | | | 1,4 | | | 4,4 |
| 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 | | What is your number? Where are they from? | | | | | Revising the vocabulary in the unit | | | | Presentation, role play, pair dialogue, visual-supported presentation | | |
| 3 | | Say Hello and Goodbye Special Delivery | | | | | Listing the vocabulary in the unit | | | | Presentation, vocabulary matching activity, guided pair speaking | | |
| 4 | | Make an Offer | | | | | Making example sentences related to the topic | | | | Presentation, fill-in-the-blank activity, note-taking | | |
| 5 | | Tell the time | | | | | Time matching | | | | Presentation, pair dialogue, scenario-based learning | | |
| 6 | | Earth Day | | | | | Revising ordinal numbers and the names of the months | | | | Presentation, group work, vocabulary matching | | |
| 7 | | Hot Chocolate | | | | | Revising food vocabulary and writing food names | | | | Presentation, group work, pair dialogue | | |
| 8 | | Midterm Exam | | | | |  | | | |  | | |
| 9 | | Midterm Exam | | | | |  | | | |  | | |
| 10 | | Be Polite The Wow Factor | | | | | Writing examples based on a scenario, Writing the vocabulary in the unit | | | | Presentation, pair dialogue, visual matching | | |
| 11 | | Who is that? | | | | | Preparing for the writing project: introducing family members | | | | Presentation, group work, pair presentation | | |
| 12 | | A Day in the Life | | | | | Listing daily routines and times, | | | | Presentation, pair work, role play, controlled writing activity | | |
| 13 | | Park People  **Writing Project** | | | | | Free writing activity Project submission | | | | Presentation, visual matching, table completion, pair question–answer | | |
| 14 | | **Oral Presentation** | | | | | Preparing for the oral presentation | | | | Feedback | | |
| 15 | | Order a drink | | | | | Question-and-answer practice | | | | Presentation, pair work | | |
| 16 | | Revision | | | | | Reviewing previous topics | | | | Reading–Listening Review Question–Answer | | |
| 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 | |