

SYLLABUS

Faculty of Economics and Administrative Sciences International Finance and Banking

Course Title			edits	ECTS Value
Vocational English I		2-2-4		6
None				
English	Course Delivery Mode:		Face to face	
Compulsory/1. Year/Fall Semester				
_	Vocational English I None English	Vocational English I None English Course Delivery I	Vocational English I 2- None English Course Delivery Mode:	Vocational English I 2-2-4 None English Course Delivery Mode: Face to face

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

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	Upon suc	cessful completion of this course, the student will be able to;	Program Outcomes	Net Contribution	
	1	apply Business English in a variety of professional contexts	1	5	
Jes	2	identify business language structures and vocabulary in authentic texts and audio scripts.	1	5	
Outcomes	3	differentiate between formal business English structures and informal general English structures and vocabulary.	1	4	
ng O	4	express their views and opinions in discussions using appropriate business English structures and vocabulary.	1,5	5,4	
earni	5	perform business telephone conversations, negotiations, meetings, and presentations.	1	5	
se L	6	infer meaning from articles, audio scripts, and discussions	5	4	
Course Learning	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 opportunit Through the coursebook's contents, students will expand their knowledge of various business-retopics 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



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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 to texts for in	eaching, scanning formation
6	Business Travel: Making travel arrangeme formal vs informal language (Ch. 5)		ents,	Ch. 5		Roleplay, (vocabulary	grammar practice, building
7	Handling Problems: Dealing with travel-reliproblems (Ch. 5 & 6)		lated	Ch. 5 & 6		Group disc roleplaying issues	cussions, g common travel
8	Midterm Exam						
9	Midterm Exam						
10	Handling Complaints: Resp polite forms, first conditiona		plaints,	Ch. 7		roleplay, d	
11	Negotiating: Techniques for negotiations (Ch. 8)	successful		Ch. 8			k, roleplaying ns, vocabulary
12	Presentations: Structuring a presentation (Ch. 9)			Ch. 9		Group pres feedback,	sentations, team activities
13	Teamwork: Working in team (Ch. 10)			Ch. 10		brainstorm	ed projects, ing sessions
14	General Review: Review of (Ch. 1-10)			Ch. 1-10		Group discussion, review games, feedback	
15	Revision and Practical Task and feedback sessions (Ch.		enarios	Ch. 1-10		meetings,	mock business peer assessment
Final Revision and Feedback: Preparation final assessments		ck: Preparatior	n for None		Teamwork, peer assessment, final review activities		
17	Final Exam						
18	Final Exam						
				Resource			
Textboo	k:				3.0 Intermediate B1: BN 978-0-45520-7.	Business Er	nglish course
Recomn	nended References:		(2003).	English fo	or business communic	ation (2nd e	d.). Cambridge
		Course A	ssessm	ent and E	Evaluation		
	Activities	Number	Perc	Percentile Notes			
Midterm	Exam	1	%35 Cov		Covers content from weeks 1-7		
Project		0					
Assignn	nent	1	%	15			
Present	ation	0					
Portfolio 0		0					
Final 1		%50		Comprehensive, covers content from all weeks			
			ECTS	Table			
Content			Number		Hours		Total
Course Duration			1	4	4		56
Out-of-Class Study			1	4	4		56
Assignment			,	1	15		15
Presentation							
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Project



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



Past Term Achievements







