

**ÇAĞ UNIVERSITY**  
**FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES**  
**DEPARTMENT OF INTERNATIONAL FINANCE & BANKING**

<b>Code</b>	<b>Course Title</b>	<b>Credit</b>	<b>ECTS</b>
FLE 103	Vocational English I	4 (4-0-0)	6
<b>Prerequisites</b>	None		
<b>Language of Instruction</b>	English	<b>Mode of Delivery</b>	Face-to-face
<b>Type and Level of Course</b>	Compulsory/1.Year/Fall Semester		
<b>Lecturers</b>	<b>Name(s)</b>	<b>Lecture Hours</b>	<b>Office Hours</b>
<b>Course Coordinator</b>	Lect. Dr. Fatma TOKÖZ	Tues: 13.20-16.00	Wed. 10:00-12:00
<b>Contacts</b>	fatmatokoz@cag.edu.tr		
<b>Course Objective</b>	This course aims to expand students' business vocabulary, structure their language knowledge, and improve their reading, listening, and communication skills. Through in-class practices and authentic contexts, the course will help students express themselves confidently using business English in areas like telephoning, negotiating, and meetings.		

Learning Outcomes of the Course	By the end of this course, students will be able to:	Relationship	
		Prog. Output	Net Effect
1	apply business English in various 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.	3	3
6	Infer meaning from articles, audio scripts, and discussions	5	4
7	evaluate business situations, identifying problems and recommending solutions.	1	4
8	Listen for key information and take effective notes.	3	5

**Course Description:** 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 Contents (Weekly Lecture Plan)**

Weeks	Topics	Preparation	Teaching Methods
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	Handling Complaints: Responding to complaints, polite forms, first conditional (Ch. 7)	Ch. 7	Inductive grammar teaching, roleplay, discussion
9	Negotiating: Techniques for successful negotiations (Ch. 8)	Ch. 8	Group work, roleplaying negotiations, vocabulary practice
10	Presentations: Structuring a business presentation (Ch. 9)	Ch. 9	Group presentations, feedback, team activities

11	Teamwork: Working in teams, leading meetings (Ch. 10)	Ch. 10	Team-based projects, brainstorming sessions
12	General Review: Review of all chapters covered (Ch. 1-10)	Ch. 1-10	Group discussion, review games, feedback
13	Revision and Practical Tasks: Practice scenarios and feedback sessions (Ch. 1-10)	Ch. 1-10	Roleplay, mock business meetings, peer assessment
14	Final Revision and Feedback: Preparation for final assessments	None	Teamwork, peer assessment, final review activities

### REFERENCES

<b>Textbook</b>	Powell, M. (2014). <i>In company 3.0 Intermediate B1: Business English course book</i> . Macmillan Education. ISBN 978-0-45520-7.
<b>Related links</b>	Inspiring new businesses <a href="http://www.startups.co.uk/">http://www.startups.co.uk/</a> Presenting your company <a href="http://www.presentationmagazine.com/presentation_company.htm">http://www.presentationmagazine.com/presentation_company.htm</a>
<b>Course Notes</b>	Azar, B. (2003). <i>Fundamentals of English grammar</i> (3rd ed.). Pearson Education.
<b>Recommended Reading</b>	Sweeney, S. (2003). <i>English for business communication</i> (2nd ed.). Cambridge University Press. ISBN 9780521754491.
<b>Material Sharing</b>	The instructor asks students to provide supporting worksheets and copies at certain times.

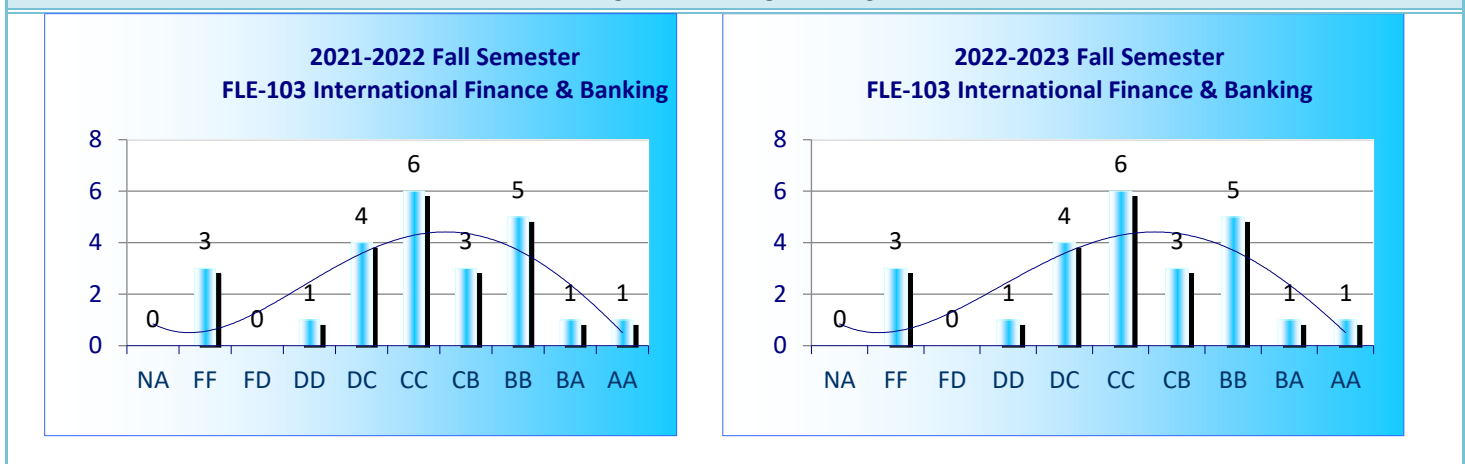
### ASSESSMENT METHODS

Activities	Number	Effect	Notes
Midterm Exam	1	35%	Covers content from Weeks 1-7
In-class Task (Written Work)	1	15%	Collection of emails, meeting minutes, reports, etc.
Final Exam	1	50%	Comprehensive, covers content from all weeks
<i>Effect of The Midterm Exam</i>	1	35%	
<i>Effect of The Final Exam</i>	1	50%	

### ECTS TABLE

Contents	Number	Hours	Total
Hours in Classroom ( <i>Lectures, Activities</i> )	14	4	56
Hours out Classroom ( <i>Preparation, Homework</i> )	14	4	56
Midterm Exam	1	25	25
In-class Task Preparation & Writing	1	15	15
Final Exam	1	40	40
		<b>Total</b>	<b>192</b>
		<b>Total / 30</b>	<b>=192/30=6.40</b>
		<b>ECTS Credit</b>	<b>6</b>

### RECENT PERFORMANCE



## COURSE POLICIES & GUIDELINES

### General Information

Please be aware that this syllabus, particularly the assessment portion, is subject to change. It is important to carefully review and understand all details provided regarding the course requirements and assessments. Any changes will be communicated in a timely manner.

### Attendance

- Maintaining regular attendance is the first condition for doing well in the course, so attendance is required! You are expected to attend at least 70% of class sessions, according to the University's attendance policy. A student who misses more ***than 30% of all class hours will be unable to take the final and will receive a NA grade.*** Those who receive a NA cannot take the make-up exam at the end of the semester, therefore it indicates absolute failure, as stated above.
- Punctuality is also important. Please arrive **on time** to avoid disrupting the lesson.

### Assignment Submission Policy

- Assignments must be **original**. All submitted work will be checked for plagiarism via Turnitin, and a similarity rate above 10% will result in a grade of **FF** for the assignment or the course. Even if the similarity rate is below 10%, any significant **block of copied text** will be considered plagiarism.
- No late submissions will be accepted unless a valid pre-approved or medical reason has been discussed with the professor. If an assignment is not completed on time due to a documented illness (e.g., official health report), funeral, or other university-related activity, then a make-up date can be scheduled with the professor.) ***It does NOT mean time management difficulties, wanting to go on holiday, relatives visiting from overseas, computer breakdowns, etc.***
- All late assignments or non-submitted assignments will receive a score of zero (0) points.

### Use of Technological Devices

- Mobile phones cannot be used during the course. They must be ***switched off and kept out of sight.***
- No photographs, recordings, or videos can be taken in the classroom or during the course without the prior approval and knowledge of the course instructor. Doing so is strictly prohibited.
- Violating the above rules may result in appropriate action.
- Classroom happenings and interactions are confidential and should remain within the confines of the classroom.

### Email Etiquette / Guidelines

- Occasionally, you may need to contact your instructor outside of class via email (***in English***). However, please note that teaching is not the only responsibility of the instructor. If you send emails with irrelevant requests or ask the instructor to do tasks that you could handle yourself, it may indicate that you do not respect their time. Additionally, avoid sending emails that demand an immediate response, such as "I need to know this right now, and you must tell me."
- If you are still unsure about something, it is okay to ask your question but try to answer it yourself first and only write if you need further clarification.
- Make sure your email includes your full name in the "From" field.
- Begin your email by addressing your instructor with their proper title and full name and conclude your email with a closing and your signature.

- Be clear and concise in your email and use correct spelling and proper grammar.
- ***Allow Time for a Response:*** Instructors have busy schedules and may not be able to respond to emails immediately. Allow up to 24 hours for a reply and understand that response times may be longer on weekends and holidays.

### **Student Expectations**

- Before each lesson, students should thoroughly review the course-pack and syllabus, as well as complete all necessary research.
- Come to class ready to engage in multiple exercises related to each topic covered, showcasing both theoretical and technical understanding of various translation technologies.
- Active participation is essential. Take charge of your learning journey and contribute constructively during peer evaluations when needed.