

SYLLABUS
Vocational School

Medical Documentation and Secretarial Program

Course Code		Course Title		Credits	ECTS Value
ING - 208		Professional English - II		(2-1-3) 3	6
Prerequisite Courses:		None			
Course Language:		English	Course Delivery Mode:	Face to Face	
Course Type and Level:		Compulsory / Spring Semester / Associate Degree			
Instructor's Title, Name, and Surname			Course Hours	Office Hours	Contact
Lecturer Merih Özbayrak			13:25-15:45	Wednesday 11:00-12:00	merihozbayrak@cag.edu.tr
Course Coordinator:		Lecturer Merih Özbayrak			
Course Objectives					
Course Learning Outcomes	Upon successful completion of this course, the student will be able to;			Relations	
				Program Outcomes	Program Outcomes
	1	Identify and list key information and terms from longer or slightly more complex dialogues.	8,16	5,5	
	2	Take organized notes of key information and terms from short listening passages.	8,16	5,5	
	3	Answer questions and give appropriate responses about main ideas and details in texts.	8,12,16	5,5,5	
	4	Classify, compare, and summarize information and vocabulary from short texts related to their profession.	8,16	5,5	
	5	Choose and use appropriate expressions in simple workplace conversations, including short exchanges in professional contexts.	8,16	5,5	
	6	Prepare a short written report or project text using field-specific vocabulary and simple sentences to describe a familiar task or topic.	8,16	5,5	
	7	Value learning and using English in their profession and demonstrate increased confidence in applying it.	8,15,16,18	5,5,5,5	
Course Content:		This course is designed at the A2 level to help students develop their basic English language skills. In addition to grammar, reading, listening, and writing included in the A2 level coursebook, the course also focuses on improving students' professional English skills related to their field. Through structured lessons and interactive activities, students will be able to learn fundamental grammar rules, understand simple texts, listen to and comprehend English conversations, and communicate effectively in writing. The course will emphasize expanding vocabulary, enhancing communication skills, and improving the ability to use professional 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	Play Away	Revising the vocabulary in the unit talk about different sports	Presentation, vocabulary teaching with visuals, question–answer, gap-filling
3	Music Legends	Listing the related vocabulary in the unit Talking about music	Presentation, genre-matching activity, visual description activity
4	Fast Checker	Reviewing regular and irregular verbs	Presentation, sentence completion, question–answer, note-taking
5	Dangerous Travel Plans	Talking about travel experiences	Presentation, question–answer activity, matching time expressions
6	Professional Terminology Studies Academic Reading	Reviewing the vocabulary list containing field-specific terms	Presentation, question–answer activities, vocabulary matching
7	Revision	Reviewing the terms from previous units	Presentation, group work
8	Mid-Term Exam		
9	Mid-Term Exam		
10	Start the week	Describing weekend activities	Presentation, visual-supported description, role-play, question–answer activity
11	Future Plans	Describing future plans Preparation for a writing project	Presentation, matching time expressions, question–answer activity
12	On the radio	Reviewing the vocabulary in the relevant unit, feedback on the writing project	Presentation, visual–vocabulary matching, group work, written communication activity
13	Voxs Pops / Have you ever..? Writing Projects	Submission of the writing project	Presentation, group work, pair conversations, role-play
14	Presentation	Student presentations	Feedback
15	eSports	Reviewing previous topics	Presentation, question–answer, team work
16	Revizyon	General review for the final exam	Presentation, reading–listening review, question–answer
17	Final Exam		
18	Final Exam		

Course Resources

Textbook:	Studio - Helbling
Recommended References:	https://learnenglish.britishcouncil.org/ https://basw.co.uk/

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