

SYLLABUS
Vocational School

Course Code	Course Title		Credits	ECTS Value
TDS 209	Correspondence Techniques and Communication		(1-1-2)	6
Prerequisite Courses:	None			
Course Language:	Turkish	Course Delivery Mode:	Face-to-Face	
Course Type and Level:	Compulsory / Fall Semester / Associate Degree			
Instructor's Title, Name, and Surname		Course Hours	Office Hours	Contact
Asst. Prof. Dr. Yonca BİR		Monday 10:15–11:45	Monday 12:00–13:00	yoncabir@cag.edu.tr
Course Coordinator:	Asst. Prof. Dr. Yonca BİR			
Course Objectives				
Course Learning Outcomes	Upon successful completion of this course, the student will be able to;		Relations	
			Program Outcomes	Net Contribution
	1	Apply the rules of form and language in official and private correspondence, and understand the professional and institutional importance of written communication.	3	5
	2	Prepare necessary documents in internal and external correspondence and communicate correctly, clearly and understandably.	7	5
	3	Correctly draft and apply business letters (petition, report, minutes, etc.) and private writing types (invitation, thank you, résumé, reference letter).	10	5
	4	Explain the communication process and its elements and effectively use verbal, non-verbal and written communication skills in professional practices.	4	5
	5	Effectively use computers, office technologies and digital correspondence tools (e-mail etc.) in written communication processes.	8	5
	6	Demonstrate responsibility for organizational communication, confidentiality and compliance with professional ethics rules through examples of correspondence and communication in health institutions.	2	5
	7	Develop attitudes that enhance correspondence and communication skills, take individual responsibility in professional life and adopt lifelong learning.	1	5
Course Content:	This course enables students to comprehend how to use verbal, written communication and body language effectively. Through practices designed to remedy mistakes and shortcomings in communication and correspondence in their work and private lives, students learn to communicate effectively.			
Course Schedule (Weekly Plan)				
Week	Topic	Preparation		Teaching Methods and Techniques
1	Introduction to the Course, Meeting and Sharing Expectations about the Course	Course syllabus, students write their expectations		Lecture, Padlet application

		and prepare a short paragraph to introduce themselves	
2	Definition, Principles and Functions of Communication	At the end of the lesson, prepare a short summary about the importance of communication	Lecture, In-class group work
3	Communication Process and Its Elements	Students narrate and share “an example of miscommunication in daily life” and propose solutions	Lecture, Case sharing, Storytelling
4	Classification of Communication	Examine the scenario given in class and prepare a short response	Lecture, In-class scenario analysis
5	Verbal Communication	Before class, prepare a short note on the art of speech and oratory	Lecture, Student panel – groups share their results in class
6	Non-Verbal Communication	Before class, prepare a short diagram on body language movements and their meanings	Lecture, Group work
7	Written Communication	At the end of the lesson, prepare an example of an official letter	Lecture, Storytelling
8	Midterm Exam		
9	Midterm Exam		
10	Principles and Rules of Correspondence	Analyze a sample official letter shown in class	Lecture, In-class text analysis and Case study
11	Types of Business Letters	At the end of the lesson, prepare an example of an internal/external business letter or announcement	Lecture, Group work, Case study
12	Formal Rules in Business Letters	Detect errors and deficiencies in the scenario given in class	Lecture, Group work, Scenario completion
13	Résumés and Reference Letters	Conduct brief research on résumé preparation and prepare a sample CV	Flipped classroom, Individual work, Reflective discussion, Q&A session
14	Student Presentations	Group presentations and submission of presentations	In-class presentation, Q&A session
15	Student Presentations	Group presentations and submission of presentations	In-class presentation, Q&A session
16	Student Presentations	Group presentations and submission of presentations	In-class presentation, Q&A session
17	Final Exam		
18	Final Exam		

Course Resources

Textbook:	Küçük, O., Çubukçu, M.İ., Sancar, C. & Korucuk, S. (2016). İletişim. Ekin Publishing.
Recommended References:	Öztoprak, M.T. & Koç, H. (2022). Yazışma Teknikleri. Seçkin Publishing.

Topal Yıldırım, D. & Öztürk, H. (2023). İş Hayatında Yazışmalar El Kitabı. Seçkin Publishing.

Course Assessment and Evaluation

Activities	Number	Percentile	Notes
Midterm Exam	1	%20	Written exam
In-class Activities / Participation	14	%10	Active participation in discussions, group work and in-class activities
Assignment (Case Study)	1	%10	Group work and report
Presentation	1	%10	In-class group presentation
Final	1	%50	Comprehensive written exam

ECTS Table

Content	Number	Hours	Total
Course Duration	18	2	36
Out-of-Class Study	18	2	36
Assignment (Case Study)	1	15	15
Presentation	1	15	15
In-class Activities / Participation	18	1	18
Midterm Exam (Midterm Exam Duration + Midterm Exam Preparation)	1	20	20
Final Exam (Final Exam Duration + Final Exam Preparation)	1	25	25
Total:			165
Total / 30:			165/30=5,5
ECTS Credit:			6

Past Term Achievements

