

SYLLABUS

Higher Vocational School Court Office Services Program

Course Code	Course Title		Credits	ECTS Value
ENG - 207	Professional English - I		(2-1-3)3	6
Prerequisite Courses:	None			
Course Language:	English	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
Lecturer Merih Özbayrak		Monday 10:15-12:35	Tuesday 13:25-14.10	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	Net Contribution
	1	Identify and list basic information and terms presented in dialogues.	3,7,9	5,5,5
	2	Take notes on basic information and terms from short listening passages.	3,7,9	5,5,5
	3	Answer questions about basic information in texts and use appropriate expressions.	3,7,9	5,5,5
	4	Classify and compare words and information from short texts related to their profession.	3,7,9	5,5,5
	5	Choose and use appropriate expressions in simple workplace conversations by using professional terminologies.	3,7,9	5,5,5
	6	Prepare a simple written project text using field-specific vocabulary.	3,7,9	5,5,5
7	Develop a positive attitude towards using professional English as a tool for following innovations in their field, clearly sharing professional practices with group members, and contributing to teamwork.	2,4,6,9,11	5,5,5,5,5	
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	Around the World / My workplace	Revising the vocabulary in the unit	Presentation, role play, pair dialogue, visual-supported presentation
3	Welcome to the Studio	Listing the vocabulary in the unit	Presentation, vocabulary matching activity, guided pair speaking
4	Day and Night	Making example sentences related to the topic	Presentation, fill-in-the-blank activity, note-taking
5	Question Time	Time matching	Presentation, pair dialogue, scenario-based learning
6	Vocabulary: Professional Terms Academic Reading	Revising a vocabulary list including subject-related terminology	Presentation, group work, vocabulary matching
7	Revision	Reviewing terms from previous units	Presentation, group work,
8	Midterm Exam		
9	Midterm Exam		
10	On the Move / Describe a Person	Describing people through images activity , writing the vocabulary in the unit	Presentation, pair dialogue, visual matching
11	Yes, You Can	Preparing for the writing project: introducing family members	Presentation, motivational speaking activities, pair presentation
12	Talk & Text	Listing daily routines and times, Listing short chat messages	Presentation, pair work, role play, controlled writing activity
13	What are you wearing 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	Review 3& 4	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/ https://basw.co.uk/

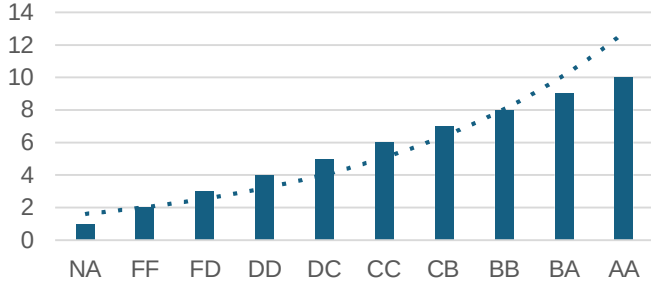
Course Assessment and Evaluation

Activities	Number	Percentile	Notes
Midterm Exam	1	20%	
Writing Project	1	10%	
Online Assignment	1	10%	
Oral Presentation	1	10%	

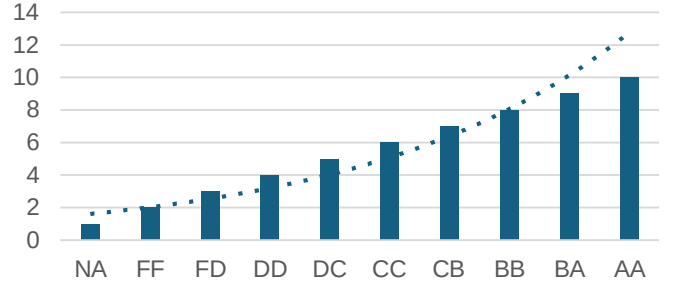
Portfolio	0	0%	
Final	1	50%	
ECTS Table			
Content	Number	Hours	Total
Course Duration	14	3	42
Out-of-Class Study	14	3	42
Online Assignment	1	18	18
Oral Presentation	1	14	14
Writing Project	1	14	14
Midterm Exam (Midterm Exam Duration + Midterm Exam Preparation)	1	20	20
Final Exam (Final Exam Duration + Final Exam Preparation)	1	30	30
Total:			180
Total / 30:			180/30
ECTS Credit:			6

Past Term Achievements

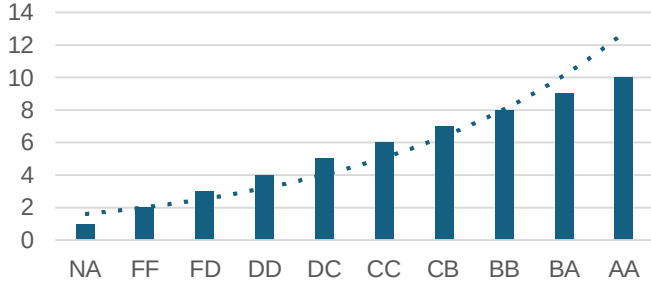
2024-2025 Fall Semester
Course Code and Name



2024-2025 Spring Semester
Course Code and Name



2025-2026 Fall Semester
Course Code and Name



2025-2026 Spring Semester
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