

SYLLABUS
HIGHER VOCATIONAL SCHOOL
Court Office Servives Program

Course Code	Course Title		Credits	ECTS Value
ENG - 105	English Language Skills - 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 Pelin Batman		Monday 13.25-15.45	Tuesday 10.00-11.00	pelinbatman@cag.edu.tr
Course Coordinator:	Pelin Batman			
Course Objectives				
Course Learning Outcomes	Upon successful completion of this course, the student will be able to;		Relations	
			Program Outcomes	Net Contribution
	1	Will be able to identify basic information in short and simple dialogues.	9	5
	2	Will be able to take notes of specific information in short listening texts.	9	5
	3	Will be able to summarize basic information in short and simple texts.	9	5
	4	Will be able to ask questions and give appropriate answers in short dialogues about daily situations.	9	5
	5	Will be able to produce short sentences introducing themselves based on guiding questions.	9	5
	6	Will be able to write a simple and coherent paragraph describing their daily routines.	9	5
7	Will be open-minded towards different cultures and value English as a means of communication.	9	5	
Course Content:	This course has been designed at the A1 level to help students develop their basic English language skills. In addition to grammar, reading, listening, and writing covered in the A1 level coursebook, the program aims to support students in using English for their daily life needs. Through planned lesson content and interactive activities, students will have the opportunity to learn fundamental grammar rules, understand short and simple texts, comprehend daily conversations by listening, and improve their written communication skills. The course will place emphasis on expanding vocabulary, strengthening communication skills, and using 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	Where is your number? Where are they from?	Revising the vocabulary in the unit	Presentation, role play, pair dialogue, visual-supported presentation	

3	Say Hello and Goodbye Special Delivery	Listing the vocabulary in the unit	Presentation, vocabulary matching activity, guided pair speaking
4	Make an Offer	Making example sentences related to the topic	Presentation, fill-in-the-blank activity, note-taking
5	Tell the time	Time matching	Presentation, pair dialogue, scenario-based learning
6	Earth Day	Revising ordinal numbers and the names of the months	Presentation, group work, vocabulary matching
7	Hot Chocolate	Revising food vocabulary and writing food names	Presentation, group work, pair dialogue
8	Midterm Exam		
9	Midterm Exam		
10	Be Polite The Wow Factor	Writing examples based on a scenario, Writing the vocabulary in the unit	Presentation, pair dialogue, visual matching
11	Who is that?	Preparing for the writing project: introducing family members	Presentation, group work, pair presentation
12	A Day in the Life	Listing daily routines and times,	Presentation, pair work, role play, controlled writing activity
13	Park People 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	Order a drink	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/>

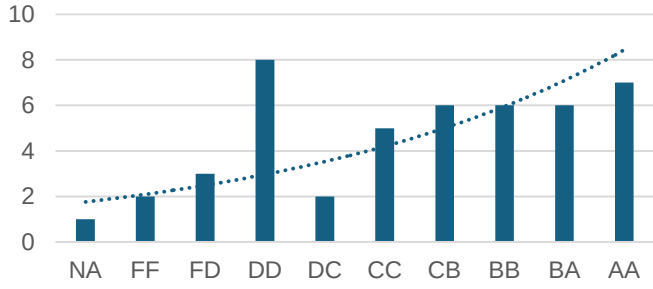
Course Assessment and Evaluation

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

2023-2024 Fall Semester
ING 105 Court Office Services Program



2024-2025 Fall Semester
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