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| ***ÇAĞ UNIVERSITY***  ***FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES*** | | | | | | | | | | | | | | | | | | | | | | | |
| **Code** | | | | **Course Title** | | | | | | | | | | | | **Credit** | | | | | **ECTS** | | |
| FLE 104 | | | | Vocational English II | | | | | | | | | | | | 4 (4-0-0) | | | | | 6 | | |
| **Prerequisites** | | | | | | | | **None** | | | | | | | | | | | | | | | |
| **Language of Instruction** | | | | | | | | English | | | | **Mode of Delivery** | | | | | | **Face to face & Hybrid** | | | | | |
| **Type and Level of Course** | | | | | | | | **Compulsory/1.Year/Spring Semester** | | | | | | | | | | | | | | | |
| **Lecturers** | | | | | **Name(s)** | | | | | | Lecture Hours | | | | | | Office Hours | | | | **Contacts** | | |
| **Course Coordinator** | | | | | Betül Turgay | | | | | | Friday: 13:50-16.10  Wed: 14.40 - 15.20 | | | | | | Mon.  09:40-10:25 | | | | [**betulturgay@cag.edu.tr**](mailto:betulturgay@cag.edu.tr) | | |
| **Course Objective** | | | | | This course aims to enable students to expand their business vocabulary by creating authentic contexts consisting of new words, phrases and collocations, to structure the new business language knowledge by providing comprehensible language input in the course of the term, to improve their reading and listening skills by the assistance of the texts and scripts related to the topic of the week, to build up students’ confidence in expressing themselves in the target language through improving their communication skills and fluency in the target language by the help of in-class practices such as telephoning, negotiating and taking parts in meetings and to improve their writing skills in business format. | | | | | | | | | | | | | | | | | | |
| **Learning Outcomes of the Course** | |  | Students who have completed the course successfully should be able to | | | | | | | | | | | | | | | | | **Relationship** | | | |
| Prog. Output | | | **Net Effect** |
| 1 | to explain and compare terms and the new jargon of Business English. | | | | | | | | | | | | | | | | | 1 | | | **5** |
| 2 | to outline and paraphrase the authentic articles they read on a variety of topics from newspapers or books on business. | | | | | | | | | | | | | | | | | 1 | | | **5** |
| 3 | to develop essential business communication skills such as making presentations, taking part in team works and negotiating | | | | | | | | | | | | | | | | | 1 | | | **4** |
| 4 | to locate the target language in social situations. | | | | | | | | | | | | | | | | | 1 & 5 | | | **5 & 4** |
| 5 | to analyse business strategies | | | | | | | | | | | | | | | | | 3 | | | **3** |
| 6 | to state ideas both in written and spoken language. | | | | | | | | | | | | | | | | | 5 | | | **4** |
| 7 | to identify business language structures and vocabulary in authentic texts and audio scripts | | | | | | | | | | | | | | | | | 1 | | | **4** |
| 8 | to investigate the given business problems and produce alternative ways of solutions | | | | | | | | | | | | | | | | | 3 | | | **5** |
| **Course Description:** This course is designed to minimize the negative effects preventing student involvement and learning by letting students express themselves freely about real life international business situations. This course presents up-to-date essential business vocabulary, authentic articles about real business situations and living brands, interviews with leading business people to improve students reading and listening skills and case studies based on realistic business problems and situations. All this will allow learners to use the language and communication skills they have developed while working through the course. | | | | | | | | | | | | | | | | | | | | | | | |
| **Course Contents ( Weekly Lecture Plan )** | | | | | | | | | | | | | | | | | | | | | | | |
| **Weeks** | **Topics** | | | | | | | | | | | | **Preparation** | | | | | | **Teaching Methods** | | | | |
| **1** | Unit 7  Making decisions  Skill: Reading  Article about James Bond films  Actor profiles :James Bond contenders | | | | | | | | | | | | Course Book Unit 7  Doing a questionnaire on making decisions  Using fixed expressions in meetings | | | | | | Inductive teaching & Presentation  Brain Storming & Discussion | | | | |
| **2** | Unit 7  Skill: Listening  Fluency: Using the language of making decisions | | | | | | | | | | | | Course Book Unit 7  Extracts from a documentary  An extract from a meeting  Interviews with James Bond contenders | | | | | | Inductive teaching & Presentation  Brain Storming & Discussion | | | | |
| **3** | Unit 7  Grammar: Conditionals (future reference)  Vocabulary: Money and markets | | | | | | | | | | | | Course Book Unit 7  Making Deals | | | | | | Inductive teaching & Presentation  Brain Storming & Discussion | | | | |
| **4** | Unit 8  People skills: Influence  Skill: Speaking  Role play: Using influencing techniques | | | | | | | | | | | | Course Book Unit 8  Influencing tactics | | | | | | Inductive teaching & Exercises  Brain Storming & Discussion | | | | |
| **5** | Unit 8  Skill: Reading  The ups and downs of management | | | | | | | | | | | | Course Book Unit 8  Managing up, down and sideways | | | | | | Inductive teaching & Exercises  Brain Storming & Discussion | | | | |
| **6** | Unit 9  Small talk  Skill: Listening  Skill: Speaking (role play) | | | | | | | | | | | | Course Book Unit 9  Completing a questionnaire on cultural awareness  Talking about experiences | | | | | | Inductive teaching & Exercises  Brain Storming & Discussion | | | | |
| **7** | Review Units 7&9 | | | | | | | | | | | | Course Book Unit 7&9  Making Deals | | | | | | Inductive teaching & Exercises  Brain Storming & Discussion | | | | |
| **8** | Unit 10  Email  Skill: Speaking  Skill: Listening | | | | | | | | | | | | Course Book Unit 10  Discussing likes and dislikes  Listening voicemail messages | | | | | | Inductive teaching & Exercises  Brain Storming & Discussion | | | | |
| **9** | Unit 10  Skill: Reading  Emails  Grammar: Future tenses  Vocabulary: Exaggeration and understatement | | | | | | | | | | | | Course Book Unit 10  Future forms | | | | | | Inductive teaching & Exercises  Brain Storming & Discussion | | | | |
| **10** | Unit 11  Presenting  Skill: Speaking  Giving a short presentation | | | | | | | | | | | | Course Book Unit 11  Discussing qualities of a good presentation  Pausing, pacing and sentence stress  Delivering and structuring a presentation | | | | | | Inductive teaching & Exercises  Brain Storming & Discussion | | | | |
| **11** | Unit 11  Skill: Reading  An extract from First Direct website  Skill: Listening  An extract from a talk by Guy Kawasaki  Grammar: Past tenses | | | | | | | | | | | | Course Book Unit 11 | | | | | | Inductive teaching & Exercises  Brain Storming & Discussion | | | | |
| **12** | Unit 12  Being heard  Skill: Listening  Grammar: Modal verbs | | | | | | | | | | | | Course Book Unit 12  Discussing attitudes to meetings  Completing a questionnaire on assertiveness in meetings | | | | | | Inductive teaching & Exercises  Brain Storming & Discussion | | | | |
| **13** | Unit 12  Skill: Reading  Meeting across culture  Vocabulary: Meetings | | | | | | | | | | | | Course Book Unit 12  Meetings in different countries  Practising expressions used in meetings | | | | | | Inductive teaching & Exercises  Brain Storming & Discussion | | | | |
| **14** | GENERAL REVISION (UNIT 10/12) | | | | | | | | | | | | Course Book Unit 10&12 | | | | | | Inductive teaching & Exercises  Brain Storming & Discussion | | | | |
| **REFERENCES** | | | | | | | | | | | | | | | | | | | | | | | |
| **Course Book** | | | | | | **Allison J. & Emmerson, P. The Business 2.0 B1+ Intermediate**  **Course Book. Macmillan Publishers Limited, Oxford, 2013 ISBN 978-0-230-43788-3** | | | | | | | | | | | | | | | | | |
| **Related links** | | | | | | <http://www.ft.com/intl/markets>  <http://www.writework.com/essay/discuss-marketing-environment>  <http://tutor2u.net/business/strategy/business-planning-process.html>  <http://www.planware.org/strategicplan.htm>  <http://management.about.com/od/people/Manage_People.htm>  <http://davidmaister.com/articles/1/39/> | | | | | | | | | | | | | | | | | |
| **Course Notes** | | | | | | Azar B. (2003). Fundemantals of English Grammar (3rd ed). Pearson Education.  Leech, G. Cruickshank, B. Ivanic, R. (2001). An A-Z of English Grammar & Usage. Pearson Longman Publishing. | | | | | | | | | | | | | | | | | |
| **Recommended Reading** | | | | | | Simon Sweeney, English for Business Communication, 2nd ed. CUP, 2003  ISBN: 9780521754491 | | | | | | | | | | | | | | | | | |
| **Material Sharing** | | | | | |  | | | | | | | | | | | | | | | | | |
| **ASSESSMENT METHODS** | | | | | | | | | | | | | | | | | | | | | | | |
| **Activities** | | | | | | | **Number** | | | **Effect** | | | | **Notes** | | | | | | | | | |
| **Midterm Exam** | | | | | | | 1 | | | 30% | | | |  | | | | | | | | | |
| **Presentation** | | | | | | | 2 | | | 20% | | | |  | | | | | | | | | |
| **Homework** | | | | | | |  | | |  | | | |  | | | | | | | | | |
| ***Effect of The Activities*** | | | | | | |  | | | 50% | | | |  | | | | | | | | | |
| ***Effect of The Final Exam*** | | | | | | | 1 | | | 50% | | | |  | | | | | | | | | |
| **ECTS TABLE** | | | | | | | | | | | | | | | | | | | | | | | |
| **Contents** | | | | | | | | | **Number** | | | | | | **Hours** | | | | | | | **Total** | |
| **Hours in Classroom** | | | | | | | | | 14 | | | | | | 4 | | | | | | | 56 | |
| **Hours out Classroom** | | | | | | | | | 14 | | | | | | 4 | | | | | | | 56 | |
| **Homeworks** | | | | | | | | |  | | | | | |  | | | | | | |  | |
| **Presentation** | | | | | | | | | 2 | | | | | | 4 | | | | | | | 8 | |
| **Midterm Exam** | | | | | | | | | 1 | | | | | | 20 | | | | | | | 20 | |
| **Final Exam** | | | | | | | | | 1 | | | | | | 50 | | | | | | | 50 | |
| **Total**  **Total / 30**  **ECTS Credit** | | | | | | | | | | | | | | | | | | | | | | **190** | |
| **=190/30=6.3** | |
| **6** | |
| **RECENT PERFORMANCE** | | | | | | | | | | | | | | | | | | | | | | | |
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