

## SYLLABUS

### Higher Vocational School

#### Medical Documentation and Secretarial 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               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Wednesday<br>13:25-15:45                                                                                                                                                                                    | Thursday<br>13:25-14:10 | merihozbayrak<br>@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.                                                                                                                                       | 1,4                     | 5,5                                |
|                                       | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Take notes on basic information and terms from short listening passages.                                                                                                                                    | 1,4                     | 5,5                                |
|                                       | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Answer questions about basic information in texts and use appropriate expressions.                                                                                                                          | 1,4                     | 5,5                                |
|                                       | 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Classify and compare words and information from short texts related to their profession.                                                                                                                    | 1,4,7                   | 5,5,5                              |
|                                       | 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Choose and use appropriate expressions in simple workplace conversations by using professional terminologies.                                                                                               | 1,4,5                   | 5,5,5                              |
|                                       | 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Prepare a simple written project text using field-specific vocabulary.                                                                                                                                      | 1,4,7                   | 5,5,5                              |
| Course Content:                       | 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. | 1,4,10                  | 5,5,4                              |
|                                       | 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<br><b>Writing Project</b>  | Free writing activity<br>Project submission                                    | Presentation, visual matching, table completion, pair question-answer |
| 14 | <b>Oral Presentation</b>                        | Preparing for the oral presentation                                            | Feedback                                                              |
| 15 | Review 3& 4                                     | Question-and-answer practice                                                   | Presentation, pair work                                               |
| 16 | Revision                                        | Reviewing previous topics                                                      | Reading-Listening<br>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%        |       |

|                                                                 |               |              |              |
|-----------------------------------------------------------------|---------------|--------------|--------------|
| <b>Portfolio</b>                                                | 0             | 0%           |              |
| <b>Final</b>                                                    | 1             | 50%          |              |
| <b>ECTS Table</b>                                               |               |              |              |
| <b>Content</b>                                                  | <b>Number</b> | <b>Hours</b> | <b>Total</b> |
| 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           |
| <b>Total:</b>                                                   |               |              | 180          |
| <b>Total / 30:</b>                                              |               |              | 180/30       |
| <b>ECTS Credit:</b>                                             |               |              | 6            |

