

**SYLLABUS**
**Faculty of Economics and Administrative Sciences**
**International Relations**

Course Code	Course Title	Credits	ECTS Value	
FLE-102	Freshman English II	2-2-4	6	
<b>Prerequisite Courses:</b>	None			
<b>Course Language:</b>	English	<b>Course Delivery Mode:</b>	Face to face	
<b>Course Type and Level:</b>	Compulsory/1. Year/Spring Semester			
<b>Instructor's Title, Name, and Surname</b>		<b>Course Hours</b>	<b>Office Hours</b>	
Assist. Prof. Dr. Tolga ÇAY		Thurs. 10.15-11.45 13.25-14.55	Monday 13.00-15.00	
<b>Course Coordinator:</b>		Assist. Prof. Dr. Tolga ÇAY		
<b>Course Objectives</b>				
<b>Course Learning Outcomes</b>	Upon successful completion of this course, the student will be able to;		<b>Relations</b>	
			Program Outcomes	Net Contribution
	1	apply Business English in a variety of professional contexts	1	5
	2	identify business language structures and vocabulary in authentic texts and audio scripts.	1	5
	3	differentiate between formal business English structures and informal general English structures and vocabulary.	1	4
	4	express their views and opinions in discussions using appropriate business English structures and vocabulary.	1,5	5,4
	5	perform business telephone conversations, negotiations, meetings, and presentations.	1	5
	6	infer meaning from articles, audio scripts, and discussions	5	4
	7	evaluate business situations, identifying problems and recommending solutions.	1,5	4,4
	8	listen to important information and take effective notes.	1	5
9	Develops self-confidence when using English in professional communication environments and demonstrates a positive attitude towards cultural diversity in the work environment.	1	5	
10	Demonstrates a cooperative, respectful and responsible approach to tasks such as teamwork, negotiation and presentation.	6	5	
<b>Course Content:</b>	This course is designed to integrate the business world into the classroom. It combines listening, reading, writing, speaking, and grammar activities to provide a wide range of learning opportunities. Through the coursebook's contents, students will expand their knowledge of various business-related topics and improve their confidence in using English for professional purposes.			
<b>Course Schedule (Weekly Plan)</b>				
<b>Week</b>	<b>Topic</b>	<b>Preparation</b>	<b>Teaching Methods and Techniques</b>	
1	Being Heard: Attitudes to meetings	Ch. 13	Guided discussion, roleplay, vocabulary exercises	
2	Being Heard: Attitudes to meetings	Ch. 13	Inductive teaching, pair work, reflective learning	
3	Snail Mail: Different types of communication	Ch. 14	Comparative analysis, task-based learning, noticing	

			technique, product-based writing task
4	Solving Problems: Solutions to problems	Ch. 15	Problem-based learning, case study, decision-making tasks, group work, listening practice
5	Solving Problems: Solutions to problems	Ch. 15	Problem-based learning, case study, decision-making tasks, group work, listening practice
6	Eating out	Ch. 17	Roleplay, situational dialogue practice, menu-based tasks, functional language practice grammar practice, vocabulary building
7	Eating out	Ch. 17	Roleplay, situational dialogue practice, menu-based tasks, functional language practice grammar practice, vocabulary building
8	Midterm Exam		
9	Midterm Exam		
10	Telecommunications	Ch. 18	Listening for Gist & Detail, Functional Language Focus, Inductive grammar teaching, roleplay, discussion
11	Telecommunications	Ch. 8	Group work, roleplaying negotiations, vocabulary practice
12	Negotiating: Techniques for successful negotiations	Ch. 19	Role play, language of negotiation frames, case study analysis, decision-making tasks group presentations, feedback, team activities
13	Negotiating: Techniques for successful negotiations	Ch. 19	Role play, language of negotiation frames, case study analysis, decision-making tasks group presentations, feedback, team activities
14	Assertiveness	Ch. 20	Contrastive role play, reflective learning, discourse analysis, sentence transformation tasks
15	Revision and Practical Tasks: Practice scenarios and feedback sessions	Ch. 13-20	Roleplay, mock business meetings, peer assessment
16	Final Revision and Feedback: Preparation for final assessments	None	Teamwork, peer assessment, final review activities
17	Final Exam		
18	Final Exam		

#### Course Resources

<b>Textbook:</b>	Powell, M. (2014). In company 3.0 Intermediate B1: Business English course book. Macmillan Education. ISBN 978-0-45520-7.
<b>Recommended References:</b>	Sweeney, S. (2003). English for business communication (2nd ed.). Cambridge University Press. ISBN 9780521754491.

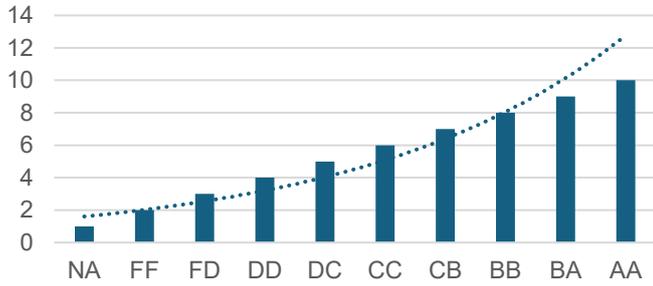
#### Course Assessment and Evaluation

Activities	Number	Percentile	Notes
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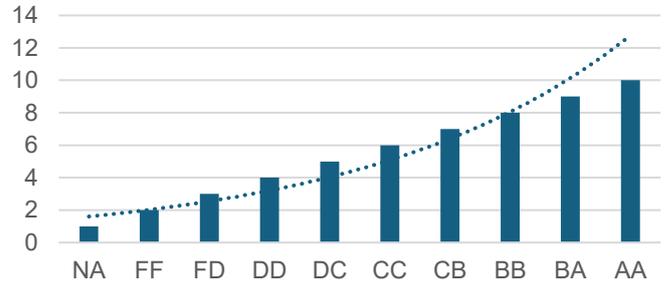
<b>Midterm Exam</b>	1	%35	Covers content from weeks 1-7
<b>Project</b>	0		
<b>Assignment</b>	1	%15	
<b>Presentation</b>	0		
<b>Portfolio</b>	0		
<b>Final</b>	1	%50	Comprehensive, covers content from all weeks
<b>ECTS Table</b>			
<b>Content</b>	<b>Number</b>	<b>Hours</b>	<b>Total</b>
Course Duration	<b>14</b>	<b>4</b>	56
Out-of-Class Study	<b>14</b>	<b>4</b>	56
Assignment	<b>1</b>	<b>15</b>	15
Presentation			
Project			
Midterm Exam (Midterm Exam Duration + Midterm Exam Preparation)	<b>1</b>	<b>25</b>	25
Final Exam (Final Exam Duration + Final Exam Preparation)	<b>1</b>	<b>40</b>	40
<b>Total:</b>			192
<b>Total / 30:</b>			192/30=6,40
<b>ECTS Credit:</b>			6

Past Term Achievements

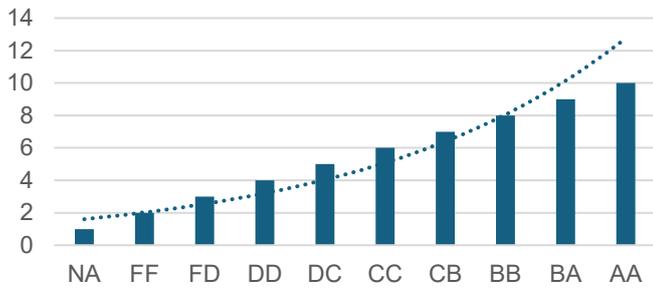
2024-2025 Fall Semester  
Course Code and Name



2024-2025 Spring Semester  
Course Code and Name



2025-2026 Fall Semester  
Course Code and Name



2025-2026 Spring Semester  
Course Code and Name

