

SYLLABUS
Vocational School
Banking and Insurance Program

| Course Code | Course Title | Credits | ECTS Value | |
|--|---|---|--|------------------|
| ING - 208 | Professional English - II | (2-1-3) 3 | 6 | |
| Prerequisite Courses: | None | | | |
| Course Language: | English | Course Delivery Mode: | Face to Face | |
| Course Type and Level: | Compulsory / Spring Semester / Associate Degree | | | |
| Instructor's Title, Name, and Surname | | Course Hours | Office Hours | |
| Lecturer Merih Özbayrak | | 13:25-15:45 | Tuesday 10:00-11:00 | |
| 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 | Program Outcomes |
| | 1 | Identify and list key information and terms from longer or slightly more complex dialogues. | 3,4,5 | 5,5,5 |
| | 2 | Take organized notes of key information and terms from short listening passages. | 3,4,5 | 5,5,5 |
| | 3 | Answer questions and give appropriate responses about main ideas and details in texts. | 3,4,5 | 5,5,5 |
| | 4 | Classify, compare, and summarize information and vocabulary from short texts related to their profession. | 3,4,5 | 5,5 |
| | 5 | Choose and use appropriate expressions in simple workplace conversations, including short exchanges in professional contexts. | 4,5 | 5,5 |
| | 6 | Prepare a short written report or project text using field-s specific vocabulary and simple sentences to describe a familiar task or topic. | 4,5 | 5,5 |
| 7 | Value learning and using English in their profession and demonstrate increased confidence in applying it. | 4,5,9,11 | 5,5,5,11 | |
| 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 | |

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|----|--|--|--|
| 1 | Introduction / Course Requirements | Reviewing the course syllabus and textbook | Introduction – Question and Answer |
| 2 | Play Away | Revising the vocabulary in the unit talk about different sports | Presentation, vocabulary teaching with visuals, question–answer, gap-filling |
| 3 | Music Legends | Listing the related vocabulary in the unit Talking about music | Presentation, genre-matching activity, visual description activity |
| 4 | Fast Checker | Reviewing regular and irregular verbs | Presentation, sentence completion, question–answer, note-taking |
| 5 | Dangerous Travel Plans | Talking about travel experiences | Presentation, question–answer activity, matching time expressions |
| 6 | Professional Terminology Studies Academic Reading | Reviewing the vocabulary list containing field-specific terms | Presentation, question–answer activities, vocabulary matching |
| 7 | Revision | Reviewing the terms from previous units | Presentation, group work |
| 8 | Mid-Term Exam | | |
| 9 | Mid-Term Exam | | |
| 10 | Start the week | Describing weekend activities | Presentation, visual-supported description, role-play, question–answer activity |
| 11 | Future Plans | Describing future plans Preparation for a writing project | Presentation, matching time expressions, question–answer activity |
| 12 | On the radio | Reviewing the vocabulary in the relevant unit, feedback on the writing project | Presentation, visual–vocabulary matching, group work, written communication activity |
| 13 | Voxs Pops / Have you ever..? Writing Projects | Submission of the writing project | Presentation, group work, pair conversations, role-play |
| 14 | Presentation | Student presentations | Feedback |
| 15 | eSports | Reviewing previous topics | Presentation, question–answer, team work |
| 16 | Revizyon | General review for the final exam | Presentation, reading–listening review, question–answer |
| 17 | Final Exam | | |
| 18 | Final Exam | | |

Course Resources

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| 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 |