

OSTİM TECHNICAL UNIVERSITY
FOREIGN LANGUAGES DEPARTMENT

YAD 104 COURSE SYLLABUS
2022-2023 SPRING

Instructor:
Email:
Office:
Office hour:

YAD 104 ENGLISH II							
Course Name	Course Code	Period	Hours	Application	Laboratory	Credit	ECTS
English II	YAD 104	2	3	0	0	3	3

Language of instruction	English
Course status	Compulsory
Course level	First year
Learning and teaching techniques	Lecture, discussion, question-answer, writing-feedback

Course Objective
This course aims to introduce students to business English while practicing academic reading, listening, writing and speaking skills in English. It will familiarize students with formal/informal language, the job application process and specific terms related to business. Students will read texts related to a range of different academic subjects, listen to lectures and write in specific formats.
Learning Outcomes
Students who successfully complete this course are expected to... <ul style="list-style-type: none"> • Be able to understand business related terms and texts • Recognize and understand academic English • Differentiate and utilize formal and informal English • Write a CV • Write emails

Course Outline

Each week a unit of the course book, Languo A2 (1st Ed.), will be covered whilst learning specific business English cases.

Weekly Topics and Related Preparation Studies

Week	Topic	Preparation studies
Week 1:	<ul style="list-style-type: none"> • Introduction/Syllabus • “Environment” <ul style="list-style-type: none"> • Superlatives 	• LANGUO A2 Unit 1
Week 2:	<ul style="list-style-type: none"> • “Environment” <ul style="list-style-type: none"> • Question Tags • Writing a paragraph of a typical day 	• LANGUO A2 Unit 1
Week 3:	<ul style="list-style-type: none"> • Writing a business proposal email • “Environment” <ul style="list-style-type: none"> • Gerunds & Infinitives 	• LANGUO A2 Unit 2
Week 4:	<ul style="list-style-type: none"> • Writing a business proposal email • “Environment” <ul style="list-style-type: none"> • Simple Past Tense 	• LANGUO A2 Unit 2
Week 5:	<ul style="list-style-type: none"> • Writing a CV • “Technology” <ul style="list-style-type: none"> • Simple present (habits, routines, imperatives) • Adverbs of frequency • TASK 1 	• LANGUO A2 Unit 3
Week 6:	<ul style="list-style-type: none"> • Writing a CV • “Technology” <ul style="list-style-type: none"> • Used to and would (Past habits) • Writing about past routines • Scanning 	• LANGUO A2 Unit 3
Week 7:	<ul style="list-style-type: none"> • Marketing strategies • “Technology” <ul style="list-style-type: none"> • too and enough 	• LANGUO A2 Unit 4
Week 8:	<ul style="list-style-type: none"> • Cross Cultural Communication in Business • “Technology” <ul style="list-style-type: none"> • Skimming • Writing a topic sentence 	• LANGUO A2 Unit 4
Week 9:	<ul style="list-style-type: none"> • Cross Cultural Communication in Business • “Art, design, psychology” <ul style="list-style-type: none"> • Simple past tense (regular, irregular) • Task 2 	• LANGUO A2 Unit 5
Week 10:	<ul style="list-style-type: none"> • Case studies • “Art, design, psychology” <ul style="list-style-type: none"> • Phrasal verbs 	• LANGUO A2 Unit 5
Week 11:	<ul style="list-style-type: none"> • Job interviews • “Art, design, psychology” <ul style="list-style-type: none"> • Past continuous 	• LANGUO A2 Unit 6
Week 12:	<ul style="list-style-type: none"> • Job interviews • “Art, design, psychology” 	• LANGUO A2 Unit 6

Weekly Topics and Related Preparation Studies		
Week	Topic	Preparation studies
	<ul style="list-style-type: none"> • Writing a summary 	
Week 13:	<ul style="list-style-type: none"> • Pitching an Idea • “Business, Entrepreneurship, Innovation” <ul style="list-style-type: none"> • Modals (Should & Shouldn’t) 	• LANGUO A2 Unit 7
Week 14:	<ul style="list-style-type: none"> • Business Ethics • “Business, Entrepreneurship, Innovation” <ul style="list-style-type: none"> • Passives (Present & Past) 	• LANGUO A2 Unit 7
Week 15:	<ul style="list-style-type: none"> • Future jobs • “Business, Entrepreneurship, Innovation” <ul style="list-style-type: none"> • Present perfect tense 	• LANGUO A2 Unit 8
Week 16:	• <u>Exam Week (Final exam)</u>	

Textbook(s)/References/Materials:
Textbook: <ul style="list-style-type: none"> • Languo A2 (1st Edition) References: <ul style="list-style-type: none"> • Powerpoint slides • Grammar in Use

Assessment		
Studies		Contribution margin (%)
Midterm exam	MIDTERM	20
Task (writing assignment-CV)	MIDTERM	20
Final exam	FINAL	40
	Total:	100
Success Grade Contribution of Semester Studies		60
Success Grade Contribution of End of Term		40
	Total:	100

ECTS/Workload			
Activities	Number	Duration (Hours)	Total Workload (Hours)
Course Hours	14	3	42
Laboratory			
Application			
Course-specific internship			
Field study			
Study time outside of class	14	1	14
Presentation			
Projects			
Reports			
Homework	3	3	9
Quizzes/Tasks	3	3	9
Total Workload:			74