

OSTİM TECHNICAL UNIVERSITY

**ENG 101 COURSE SYLLABUS
2021-2022 FALL**

ENG 101 ACADEMIC ENGLISH I							
Course Name	Course Code	Period	Hours	Application	Laboratory	Credit	ECTS
Academic English I	ENG 101	1	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 English for specific purposes, i.e. business English as well as academic English and its specific vocabulary and structures, with a focus on the differences between formal and informal language. It will familiarize students with terms related to their fields, types of formal writing, and key presentation skills. Students will read texts about the business world, listen to lectures and write using academic language, while learning to give presentations. They will be exposed to a range of different topics, both academic and related to business.

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 • Give presentations • Write emails • Write reports

Course Outline

In the first 7 weeks of this course, there will be a focus on business English. Each week, a unit from the textbook *The Business 2.0 Intermediate* will be covered whilst completing writing tasks. In the remaining weeks, there will be a focus on academic English, in which *Oxford EAP (B1+)* will be used to familiarize students with academic language.

Weekly Topics and Related Preparation Studies

Week	Topic	Preparation studies
Week 1:	<ul style="list-style-type: none"> • <u>Introduction: Course objectives, What is ESP (English for specific purposes)?</u> • Work Culture 	<ul style="list-style-type: none"> • Unit 1: “Corporate Culture” (The Business 2.0)
Week 2:	<ul style="list-style-type: none"> • Dealing with problems by telephone 	<ul style="list-style-type: none"> • Unit 2: “Customer Support” (The Business 2.0)
Week 3:	<ul style="list-style-type: none"> • Formal and informal correspondence • TASK 1: Email writing 	<ul style="list-style-type: none"> • Unit 2: “Customer Support” (The Business 2.0)
Week 4:	<ul style="list-style-type: none"> • Presentation structure 	<ul style="list-style-type: none"> • Unit 3: “Products and Packaging” (The Business 2.0)
Week 5:	<ul style="list-style-type: none"> • Product description 	<ul style="list-style-type: none"> • Unit 3: “Products and Packaging” (The Business 2.0)
Week 6:	<ul style="list-style-type: none"> • Job interview 	<ul style="list-style-type: none"> • Unit 4: “Careers” (The Business 2.0)
Week 7:	<ul style="list-style-type: none"> • Job application • TASK 2: CV writing 	<ul style="list-style-type: none"> • Unit 4: “Careers” (The Business 2.0)
Week 8:	<ul style="list-style-type: none"> • <u>Introduction to Academic English</u> 	<ul style="list-style-type: none"> • Unit 1: “Knowledge” (Oxford EAP)
Week 9:	<ul style="list-style-type: none"> • Understanding and presenting information • TASK 3: Writing a summary 	<ul style="list-style-type: none"> • Unit 1: “Knowledge” (Oxford EAP)
Week 10:	<ul style="list-style-type: none"> • Perspective and stance 	<ul style="list-style-type: none"> • Unit 2: “Organization” (Oxford EAP)
Week 11:	<ul style="list-style-type: none"> • Academic discussions • TASK 4: Presentation 	<ul style="list-style-type: none"> • Unit 2: “Organization” (Oxford EAP)
Week 12:	<ul style="list-style-type: none"> • Definition and explanation 	<ul style="list-style-type: none"> • Unit 3: “Motivation” (Oxford EAP)
Week 13:	<ul style="list-style-type: none"> • Lectures 	<ul style="list-style-type: none"> • Unit 3: “Motivation” (Oxford EAP)
Week 14:	<ul style="list-style-type: none"> • Descriptive paragraphs 	<ul style="list-style-type: none"> • Unit 4: “Nature” (Oxford EAP)
Week 15:	<ul style="list-style-type: none"> • TASK 5: Paragraph writing 	<ul style="list-style-type: none"> • Unit 4: “Nature” (Oxford EAP)
Week 16:	<ul style="list-style-type: none"> • <u>Exam Week</u> 	

Textbook(s)/References/Materials:

Textbook:

- The Business 2.0 (B1+ Intermediate)
- *Oxford EAP: A course in English for Academic Purposes (Intermediate)*

References for academic writing:

- Behrens, Laurence and Leonard J. Rosen. *A Sequence for Academic Writing*. Pearson, 2018.
- Bailey, Stephens. *Academic Writing: A Handbook for International Students*. Routledge, 2015.

Assessment

Studies	Number	Contribution margin (%)
Task 1 (writing assignment)	MIDTERM	5
Task 2 (writing assignment)	MIDTERM	5
Task 3 (writing assignment)	MIDTERM	10
Task 4 (presentation)	PRESENTATION	20
Task 5 (writing assignment)	FINAL	60
	Total:	100
Success Grade Contribution of Semester Studies		40
Success Grade Contribution of End of Term		60
	Total:	100

ECTS/Workload

Activities	Number	Duration (Hours)	Total Workload (Hours)
Course Hours	16	3	48
Laboratory			
Application			
Course-specific internship			
Field study			
Study time outside of class	12	1	12
Presentation	1	4	4

ECTS/Workload			
Projects			
Reports			
Homework	5	1	5
Quizes/Tasks	4	4	12
Total Workload/25:			81/25=3,24
ECTS			3

Relationship Between Course Learning Outcomes and Program Competencies						
No	Learning Outcomes	Contribution Level				
		1	2	3	4	5
L01	Be able to understand business related terms and texts					X
L02	Recognize and understand academic English					X
L03	Differentiate and utilize formal and informal English					X
L04	Give presentations					X
L05	Write emails					X
L06	Write reports					X

Relationship Between Course Learning Outcomes and Program Competencies								
No	Program Competencies	Learning Outcomes						Total Effect (1-5)
		LO1	LO2	LO3	LO4	LO5	LO6	
1	Have advanced theoretical and up-to-date knowledge in discipline-specific areas such as international trade, finance, logistics, and general business and international business such as economics, marketing, management, accounting.	X	X	X			X	4
2	Evaluate, follow, absorb and transfer new information in the field of international trade.				X	X	X	3
3	Conduct market research, carry out projects and develop strategies for a business to open up to international markets.			X			X	2
4	Use knowledge of national and international trade law and legislation in the management of international commercial operation processes.		X	X	X		X	4
5	Work independently and within an organization, using the knowledge and skills acquired in the field and adopting continuous learning.	X	X				X	3
6	Have the ability to apply her theoretical knowledge in real life, with the experience she will gain through practice in departments such as marketing, accounting, foreign trade, finance, logistics.		X	X	X	X		4
7	Have the theoretical knowledge to carry out export, import, customs clearance, logistics, taxation and other international trade activities within the scope of global and regional commercial and economic organizations.	X		X			X	3
8	Can develop a business idea, commercialize the business idea, and design and manage their own venture using their entrepreneurial knowledge.	X					X	2
9	Using strategic, critical, innovative and analytical thinking skills, actively take part in the decision-making processes of the enterprise in the field of foreign trade and finance.	X				X	X	3
10	Act in accordance with ethical values, respectful to the environment, social and universal values in all activities it will carry out in its field.	X	X				X	3
11	Have the skills to follow up-to-date information at national and international level, to gather information about field, and to communicate with international institutions / organizations using her/him knowledge of English.	X	X			X	X	4
12	Gain professional competencies to take charge in national and international businesses, public and private sector organizations	X	X			X	X	4
13	Can evaluate the problems and conflicts encountered in all areas related to international trade from different perspectives with a holistic approach and produce value-based solutions.	X	X			X	X	4
Total Effect								43

Policies and Procedures

Web page: <https://www.ostimteknik.edu.tr/uluslararasi-ticaret-ve-finansman-bolumu-209>
<https://www.ostimteknik.edu.tr/international-trade-and-finance-232>

Exams: The exams aim at assessing various dimensions of learning: knowledge of concepts and theories and the ability to apply this knowledge to real-world phenomena, through analyzing the situation, distinguishing problems, and suggesting solutions. The written exams can be of two types, i.e. open-ended questions, which can also be in the form of problems or multiple-choice questions. The case could also be carried to the Dean's Office for additional disciplinary action.

Assignments: Quizzes and Homework (Assignments) might be applicable. Scientific Research Ethics Rules are very important while preparing assignments. The students should be careful about citing any material used from outside sources and reference them appropriately.

Missed exams: Any student missing an exam needs to bring an official medical report to be able to take a make-up exam. The medical report must be from a state hospital.

Projects: Not applicable

Attendance: Attendance requirements are announced at the beginning of the term. Students are usually expected to attend at least 70% of the classes during each term.

Objections: If the student observes a material error in his/her grade, he/she has the right to place an objection to the Faculty or the Department. The claim is examined and the student is notified about its outcome.