

**OSTİM TECHNICAL UNIVERSITY  
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES  
MANAGEMENT INFORMATION SYSTEMS DEPARTMENT  
COURSE SYLLABUS FORM**

<b>ENG 102 Academic English II</b>							
<b>Course Name</b>	<b>Course Code</b>	<b>Period</b>	<b>Hours</b>	<b>Application</b>	<b>Laboratory</b>	<b>Credit</b>	<b>ECTS</b>
Academic English II	ENG 102	2	3	0	0	3	3

<b>Language of Instruction</b>	English
<b>Course Status</b>	Compulsory
<b>Course Level</b>	Bachelor
<b>Learning and Teaching Techniques of the Course</b>	Lecture, Discussion, Question-Answer, Writing-feedback

<b>Course Objective</b>
<p>This course aims to improve students' academic English knowledge and skills, with a primary focus on academic writing. Students will read academic texts, listen to lectures and write academic essays while learning to give presentations. They will be exposed to a range of different topics relevant to academia such as education, technology, and communication. They will also have the opportunity to read and analyze authentic texts such as business articles relevant to their fields.</p>

<b>Learning Outcomes</b>
<p>Students who successfully complete this course are expected to:</p> <ul style="list-style-type: none"> <li>• Read and understand academic texts</li> <li>• Utilize different reading skills such as skimming and scanning</li> <li>• Listen and comprehend lectures</li> <li>• Take notes and recognize main ideas</li> <li>• Summarize and paraphrase using academic language</li> <li>• Write coherent academic essays</li> <li>• Reference academic sources</li> <li>• Give presentations in an academic environment</li> <li>• Use academic language structures and vocabulary</li> </ul>

### Course Outline

Each week, a unit from the textbook Oxford EAP will be covered whilst reading an authentic article in which academic language is analyzed and from which writing tasks are developed.

### Weekly Topics and Related Preparation Studies

Weeks	Topics	Preparation Studies
1	Introduction: What is academic English/writing? Unit 1: “Education” (Oxford EAP)	“Background to Writing” (Bailey p.3-9) “An Introduction to Thinking and Writing in College” (Behrens and Rosen ch.1) “Reading with Attention” (Behrens and Rosen ch.2)
2	Unit 1 cont.—Summarizing/paraphrasing	“Summarizing and Paraphrasing Sources” (Behrens and Rosen ch.3) “Summarising and Paraphrasing” (Bailey p.42-52)
3	Unit 2: “Systems” (Oxford EAP)— Descriptions of visual information	“Visual Information” (Bailey p.146-150) <i>Harvard Business Review article</i>
4	Unit 2 cont. <b>Task 1: Descriptive paragraph</b>	“Finding Key Points and Note-making” (Bailey p.36-42)
5	Unit 3: “Communication” (Oxford EAP)— Topic sentences and paragraph writing	“Organising Paragraphs” (Bailey p.67-72) <i>Harvard Business Review article</i>
6	Unit 4: “Order” (Oxford EAP)—Thesis statements and introductions	“Introductions and Conclusions” (Bailey p.72-78) <i>Harvard Business Review article</i>
7	Unit 4 cont. <b>Task 2: Writing an essay introduction</b>	“Passives” (Bailey p.121-125)
8	<b>MIDTERM EXAM</b>	
9	Unit 5: “Intelligence” (Oxford EAP)—Achieving cohesion and conclusions	“Cohesion” (Bailey p.96-100) “Introductions and Conclusions” (Bailey p.72-78)

10	Unit 5 cont. <b>Task 3: Writing an essay conclusion</b>	“Analysis” (Behrens and Rosen ch.8) <i>Harvard Business Review article</i>
11	Unit 7: “Culture” (Oxford EAP)—Essay outlines and proofreading	“Rewriting and Proofreading”(Bailey p.78-81) “Comparisons” (Bailey p.100-105) <i>Harvard Business Review article</i>
12	Unit 8: “Interpretation” (Oxford EAP)—Citation and referencing <b>Task 4: Giving a presentation</b>	“Quoting Sources, Using Signal Phrases...” (Behrens and Rosen ch.4) “Avoiding Plagiarism” (Bailey p.25-31)
13	Unit 8 cont. <b>Task 4: Giving a presentation</b>	“Critical Reading and Critique”(Behrens and Rosen ch.5) <i>Harvard Business Review article</i>
14	Unit 9: “Persuasion” (Oxford EAP)—Persuasive language and argument essays <b>Task 5: draft (10%)</b>	“Argument Synthesis” (Behrens and Rosen ch.7)
15	Unit 9 cont. <b>Task 5: Writing an argument essay (20%)</b>	<i>Harvard Business Review article</i>
16	<b>FINAL EXAM</b>	

<b>Textbook(s)/References/Materials:</b>	
<b>Textbook:</b>	
<ul style="list-style-type: none"> <li>Oxford EAP: A course in English for Academic Purposes (Upper-intermediate)</li> </ul>	
<b>Supplementary References:</b>	
<ul style="list-style-type: none"> <li>Behrens, Laurence and Leonard J. Rosen. A Sequence for Academic Writing. Pearson, 2018.</li> <li>Bailey, Stephens. Academic Writing: A Handbook for International Students. Routledge, 2015.</li> </ul>	
<b>Other Materials:</b> Harvard Business Review articles	

Assessment		
Studies	Number	Contribution margin (%)
Attendance		
Lab		
Class participation and performance		
Field Study		
Course-Specific Internship (if any)		
Quizzes / Studio / Critical		
Homework		
Presentation	1	30
Projects		
Report		
Seminar		
<b>Midterm Exam/Midterm Jury</b>	<b>1</b>	<b>30</b>
<b>General Exam / Final Jury</b>	<b>1</b>	<b>40</b>
<b>Total</b>		<b>100</b>
<b>Success Grade Contribution of Semester Studies</b>		<b>50</b>
<b>Success Grade Contribution of End of Term</b>		<b>50</b>
<b>Total</b>		<b>100</b>

ECTS / Workload Table			
Activities	Number	Duration (Hours)	Total Workload
<b>Course hours (Including the exam week): 16 x totalcourse hours)</b>	16	3	48
Laboratory			
Application			
Course-Specific Internship (if any)			
Field Study			
<b>Study Time Out of Class</b>	12	1	12
Presentation / Seminar Preparation	1	4	4
Projects			
Reports			
Homework	5	1	5
Quizzes / Studio Review	4	4	12
Preparation Time for Midterm Exams / Midterm Jury	1	5	5
Preparation Period for the Final Exam / General Jury	1	5	5
<b>Total Workload</b>		<b>(91/30 = 3,03)</b>	<b>91</b>

Course' Contribution Level to Learning Outcomes						
Nu	Learning Outcomes	Contribution Level				
		1	2	3	4	5
LO1	Able to recognise and predict said words and distinguish each other.					X
LO2	Express opinions, present themselves and use negotiation skills to achieve desired outcomes					X
LO3	Identify and register mood and tone.					X
LO4	Identify and register grammatical structures and the vocabulary.					X
LO5	Locate important information in a text.					X
LO6	Write clear and understandable questions and answers.					X

Relationship Between Course Learning Outcomes and Program Competencies (Department of Management Information Systems)								
Nu	Program Competencies	Learning Outcomes						Total Effect(1-5)
		LO1	LO2	LO3	LO4	LO5	LO6	
1	Recognize and distinguish the basic concepts such as data, information, and knowledge in the field of Management Information Systems and know the processes to be followed for data acquisition, storage, updating, and security.							
2	Develop and manage databases suitable for collecting, storing, and updating data.							
3	As a result of his/her ability to think algorithmically, easily find solutions to the problems concerning the basic business functions.							
4	Learn programming logic, have information about current programming languages.							
5	Be able to use up-to-date programming languages.							
6	Be able to take part in teamwork or lead a team using knowledge of project management processes.							
7	Know ethical and legal rules, use professional field knowledge within the scope of ethical and legal rules.							

8	Have knowledge in the fundamental areas of business administration namely management and organization, production, finance, marketing, numerical methods, accounting, etc., and have the knowledge and skills to work in-depth in at least one of them.							
9	Be able to solve the problems encountered in the field of internet programming by designing web applications.							
10	Develop and manage logistics and supply chain management activities							
11	Adapt his/her theoretical knowledge and the experience he/she will gain through practice at the departments of businesses such as information technologies, R&D, and management to real life.							
12	Be able to develop strategies that will provide a competitive advantage with his/her advanced knowledge of management strategies and management functions.							
13	Develop a business idea, commercialize the business idea, and design and manage his/her own venture using entrepreneurial knowledge.							
14	By using English effectively, they can follow, read, write, speak and communicate universal information in the field of management information systems in a foreign language with professional competence.	X	X	X	X	X	X	5
<b>Total Effect</b>								<b>5</b>

### Policies and Procedures

**Web page:** <https://www.ostimteknik.edu.tr/management-information-systems-english-1241/915>

**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, ie. open-ended questions, which can also be in the form of problems or multiple-choice questions.

**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.

**Projects:** A group project with teamwork is welcome.

**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.