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| **ATILIM UNIVERSITY**  **SCHOOL OF FOREIGN LANGUAGES DEPARTMENT OF MODERN LANGUAGES**  **ENG321**  **COURSE DESCRIPTION AND PRACTICE** |

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| **Course Name** | **Code** | **Term** | **Lesson+Practice**  **Hour** | **Credits** | **ECTS** |
| **Basic English for Occupational Purposes I** | **ENG321** | **5** | **3+0** | **3** | **3** |

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| **Pre-requisite Courses** | ENG121, ENG122, ENG221 and ENG222 |

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| **Language of the Course** | English |
| **Course Type** | Compulsory |
| **Course Degree** | Undergraduate |
| **Course Coordinator** | DML |
| **Instructors** | Instructors of DML |
| **Assistants** | None |
| **Mode of Delivery (face to face, distance learning)** | Face to face |
| **Learning and Teaching Strategies** | Eclectic |
| **Course Aims** | ENG321 is designed for the students studying at the Turkish medium departments of School of Management (except for Political Sciences and Public Administration), School of Fine Arts, Design and Architecture and School of Law.  The aim of the course is to help the students gain the necessary language skills that will enable them to perform sufficiently in professional life after graduation and help them be successful in business-related environments in terms of written and oral communication at level A2\* (Basic User) as stated in Common European Framework of Reference. |
| **Learning Outcomes of the Course** | By the end of this course, the students will be able to:  ***Reading:***  • get the main ideas in business-related written texts,  • read and comprehend emails,texts related to business settings,business related problems, products & brands and respond accordingly.  ***Listening***:  • listen to short audio texts and business-related conversations to comprehend and identify:   * main points * simple words, phrases and terms and do what is expected.   ***Speaking:***  • share their personal and contact information in short conversations,  • make simple job-related phone calls,  • contact related people about various business related topics and offer suggestions,  • make small, business-related talks,  • make informative short talk about business settings and coworkers, if / when possible / necessary**.**  ***Writing:***  • Via emails,   * write a CV and a cover letter, * write a complaint letter about purchased products or services, * respond to inquiries about proper venues and offer suggestions. |
| **Content of the Course** | ENG321 consists of activities that aim to help the students gain the basic necessary skills to perform sufficiently in professional life after graduation. In this context, among the important activities are exchanging information about business life, occupation, daily routines and leisure activities; dealing with business related problems and developing strategies to cope with them, making arrangements for business trips and writing business-related e-mails. |

***\*Learners at A2 Level:***

*Can understand sentences and frequently used expressions related to areas of most immediate relevance. Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.*

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| **SOURCES** | |
| **Course Book** | *Market Leader* *Elementary A2* David Cotton, David Falvey, Simon Kent (Pearson) |
| **Other Sources** | Extra Materials prepared by the DML instructors |

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| **WEEKLY SCHEDULE AND PRE-STUDY PAGES** | | |
| **Week** | **Topics** | **Pre-study Pages** |
| **Week 1:**  **27.09-01.10.2021** | An introduction to ENG321 – orientation –  Course syllabus and course book | Course Memo |
| **Week 2:**  **04-08.10.2021** | **UNIT 1: INTRODUCTIONS** | Course book: p:6-9 |
| **Week 3:**  **11-15.10.2021** | **UNIT 1: INTRODUCTIONS** | Course book: p:12-13 |
| **Week 4:**  **18-22.10.2021** | **UNIT 2: WORK AND LEISURE** | Course book: p:14-16 |
| **Week 5:**  **25-29.10.2021** | **UNIT 2: WORK AND LEISURE** | Course book: p:19-21 |
| **Week 6:**  **01-05.11.2021** | **UNIT 3: PROBLEMS** | Course book: p:22-26 |
| **Week 7:**  **08-12.11.2021** | **UNIT 3: PROBLEMS** | Course book: p:27-30 |
| **Week 8:**  **15-19.11.2021** | **UNIT 4: TRAVEL** | Course book: p:36-38 |
| **Week 9:**  **22-26.11.2021** | **UNIT 4: TRAVEL** | Course book: p:40-43 |
| **Week 10:**  **29.11-03.12.2021** | **UNIT 5: FOOD AND ENTERTAINING** | Course book: p:46-49 |
| **Week 11:**  **06-10.12.2021** | **UNIT 6: BUYING AND SELLING** | Course book: p:52-55 |
| **Week 12:**  **13-17.12.2021** | **UNIT 6: BUYING AND SELLING** | Course book: p:56-58 |
| **Week 13:**  **20-24.12.2021** | **UNIT 6: BUYING AND SELLING** | Course book: p:59 |
| **Week 14:**  **27-31.12.2021** | **REVISION** | Course book: p: 62-65 |
| **Week 1:**  **27.09-01.10.2021** | **REVISION** |  |
| **Week 2:**  **04-08.10.2021** | **PRESENTATION** |  |

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| **EVALUATION SYSTEM** | | |
| **IN-TERM STUDIES** | **QUANTITY** | **PERCENTAGE** |
| Midterm | 1 | 35 |
| IT Homework | 1 | 20 |
| **CONTRIBUTION OF IN-TERM STUDIES TO OVERALL GRADE** |  | 55 |
| **CONTRIBUTION OF FINAL EXAM TO OVERALL GRADE** |  | 45 |
| **TOTAL** |  | 100 |

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| **COURSE CATEGORY** | |
| Supplementary Courses | **X** |
| Basic Occupational Courses |  |
| Expertise/Field Courses |  |
| Courses on Communication and Management Skills |  |
| Transferable Skills Courses |  |

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| **TABLE OF ECTS / WORKLOAD** | | | |
| **ACTIVITIES** | **QUANTITY** | **DURATION (HOUR)** | **TOTAL WORKLOAD** |
| Course Duration | 14 | 3 | 42 |
| Hours for off-the-classroom study (Pre-study) | 16 | 1 | 16 |
| Midterm | 1 | 6 | 6 |
| Final | 1 | 6 | 6 |
| IT Homework | 1 | 5 | 5 |
| **Total Workload** |  |  | 75 |
| **Total Workload / 25** |  |  | 3 |
| **ECTS Credit of the Course** |  |  | **3** |