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| **ATILIM UNIVERSITY**  **SCHOOL OF FOREIGN LANGUAGES DEPARTMENT OF MODERN LANGUAGES**  **2023-2024 FALL COURSE DESCRIPTION AND PRACTICE** | | | | | |
| **Course Name** | **Code** | **Term** | **L+P Hour** | **Credits** | **ECTS** |
| **English for Occupational Purposes I** | **ENG301** | **5** | **3+0** | **3** | **3** |

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| **Pre-requisite Courses** | ENG101, ENG102, ENG201, ENG202 |
| **Language of the Course** | English |
| **Course Type** | Compulsory |
| **Course Degree** | Undergraduate |
| **Course Coordinator** | DML |
| **Instructors** | Instructors of the DML |
| **Assistants** | None |
| **Mode of Delivery (face to face, distance learning)** | Face-to-face |
| **Learning and Teaching Strategies** | Eclectic |
| **Course Aim** | This course aims to:   * help the students augment and consolidate their English language skills and knowledge and help them perform better in their professional lives after graduation, * enhance the students’ language skills and competencies in English in terms of workplace communication skills and help them to apply these skills in professional life. * The students who complete ENG301 can be effective in oral and written interactions in social and business-related environments at level B2\* (as an Independent User) as stated in Common European Framework of Reference. |
| **Learning Outcomes** | By the end of ENG301, the students will be able to;  ***Reading***   * get the main point(s) and locate specific information by reading job-related texts, * make inferences and predictions based on the information in the reading texts, * guess the meaning of the unknown words in the reading texts by using contextual clues, * analyze the reading texts critically,   ***Writing***   * write various texts in job-related contexts to communicate effectively using appropriate functional language; * write a professional email to a business contact to provide written feedback, * provide information about their personal, academic, and occupational background by writing an effective CV and a cover letter, * write the agenda and minutes of a business meeting, * write a suggestion letter to recommend a suitable candidate for a position, * improve analysis and synthesis skills using previously acquired learning behaviors (such as planning, researching, collecting info, selecting, organizing, writing),   ***Speaking***   * exchange opinions and develop negotiation skills by using newly-learned job-related vocabulary appropriately in different contexts, * start and maintain business-related conversations by using functional language (informing, questioning, agreeing, disagreeing, etc.) * respond properly and instantly to job-related reading and listening stimuli, * provide information about their personal, academic, and occupational background in a Video CV, * improve their background in oral presentation skills (planning, researching, collecting info, organizing, presenting by using appropriate body language, voice and visuals) by making short presentations,   ***Listening***   * attentively focus on oral interactions to catch details, * identify the main point(s) and specific information by listening to texts and conversations effectively, * be focused, give suitable verbal or bodily reactions, make appropriate judgements about the details and note-take while listening, etc., |
| **Content of the Course** | The course provides the students with various relevant activities that will help them learn how to interact appropriately using proper register, vocabulary, and expressions in business-related environments. The students develop their productive skills and competencies through various productive activities including group/pair work, discussions, and written and oral communication. They learn how to communicate effectively and give feedback in the workplace, raise awareness about building relationships, job application processes and job interviews, business meetings, using AI in the workplace, and marketing and advertising, as well as making a short presentation and producing business-related documents. |
| ***\*B2 Level Description:*** *Can understand the main ideas of complex texts on both concrete and abstract topics, including technical discussions in his/her field of specialisation. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.* | |

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| **SOURCES** | |
| **Course Book** | Nearpod Digital Platform |
| **Other sources** | Supplementary materials prepared by the DML instructors |

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| **WEEKLY SCHEDULE AND PREPARATION** | |
| **Week** | **Topics** |
| **1** | **Introduction to ENG301**  **Course syllabus and course material**  ***DML ACADEMIC HONESTY POLICY*** |
| **2** | **UNIT 1: Communication in Business** |
| **3** | **UNIT 1: Communication in Business** |
| **4** | **UNIT 2: Building Relationships & Networking** |
| **5** | **UNIT 2: Building Relationships & Networking** |
| **6** | **UNIT 3: Job Application**  ***VIDEO CV TASK SHEET*** |
| **7** | **UNIT 4: Job Interviews**  ***SUGGESTION LETTER INPUT & TASK SHEET*** |
| **8** | **UNIT 5: Business Meetings**  ***SUGGESTION LETTER WRITING (In-class)*** |
| **9** | **UNIT 5: Business Meetings** |
| **10** | **UNIT 6: AI in the Workplace** |
| **11** | **UNIT 6: AI in the Workplace**  ***PRESENTATION TASK INPUT & TASK SHEET*** |
| **12** | **UNIT 7: Marketing & Advertising**  ***VIDEO CV SUBMISSION DEADLINE: 08.12.2023*** |
| **13** | ***PRESENTATION TASK*** |
| **14** | ***PRESENTATION TASK***  ***IT DEADLINE*** |
| **15** | **REVISION** |
| **16** | **REVISION** |

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| **EVALUATION SYSTEM** | | |
| **IN-TERM STUDIES** | **QUANTITY** | **PERCENTAGE** |
| Suggestion Letter | 1 | 20 |
| Video CV | 1 | 20 |
| IT | 1 | 20 |
| **CONTRIBUTION OF IN-TERM STUDIES TO OVERALL GRADE** |  | 60 |
| **CONTRIBUTION OF FINAL EXAM (PRESENTATION TASK) TO OVERALL GRADE** | 1 | 40 |
| **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, practice) | 16 | 1 | 16 |
| Suggestion Letter | 1 | 4 | 4 |
| Video CV | 1 | 4 | 4 |
| Project Presentation | 1 | 5 | 5 |
| IT | 1 | 4 | 4 |
| **Total Workload** |  |  | **75** |
| **Total Workload / 25** |  |  | **3** |
| **ECTS Credit of the Course** |  |  | **3** |