

**ÇAĞ UNIVERSITY**  
**FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES**  
**DEPARTMENT OF INTERNATIONAL RELATIONS**

<b>Code</b>	<b>Course Title</b>	<b>Credit</b>	<b>ECTS</b>
FLE 201	Sophomore English	4 (4-0-0)	6
<b>Prerequisites</b>	None		
<b>Language of Instruction</b>	English	<b>Mode of Delivery</b>	Face-to-face
<b>Type and Level of Course</b>	Compulsory/2.Year/Fall Semester		
<b>Lecturers</b>	<b>Name(s)</b>	<b>Lecture Hours</b>	<b>Office Hours</b>
<b>Course Coordinator</b>	Lect. Dr. Fatma TOKÖZ	Thu: 13.25-16.05	Wed. 10:00-12:00
<b>Contacts</b>	fatmatokoz@cag.edu.tr		
<b>Course Objective</b>	This course is designed to equip students with the ability to effectively recall and apply specialized vocabulary in the field of International Relations. It enhances students' communication and speaking abilities while fostering their reading comprehension and critical thinking skills through the analysis of authentic texts. Additionally, the course emphasizes the development of advanced reading and writing proficiencies, ensuring that students can engage in complex discussions and produce professional-level written work.		

Learning Outcomes of the Course		Relationship	
		Prog. Output	Net Effect
	By the end of this course, students will be able to:		
1	apply business English in various professional contexts.	1	5
2	identify business language structures and vocabulary in authentic texts and audio scripts.	1	5
3	differentiate between formal business English structures and informal general English structures and vocabulary.	1	4
4	express their views and opinions in discussions using appropriate business English structures and vocabulary.	1 & 5	5 & 4
5	perform business telephone conversations, negotiations, meetings, and presentations.	3	3
6	Infer meaning from articles, audio scripts, and discussions	5	4
7	evaluate business situations, identifying problems and recommending solutions.	1	4
8	Listen for key information and take effective notes.	3	5

**Course Description:** This course aims to broaden students' vocabulary in International Relations while enhancing their reading comprehension and critical thinking abilities. It also focuses on improving students' speaking and writing skills, ensuring a solid grasp of grammatical accuracy in both oral and written communication.

**Course Contents (Weekly Lecture Plan)**

Weeks	Topics	Preparation	Teaching Methods
1	Introduction & Overview	Course Syllabus	Lecture, discussion
2	Chapter 1: Business or Pleasure?	Read Chapter 1	Discussion, roleplay, vocabulary exercises
3	Chapter 2: Information Exchange	Read Chapter 2	Inductive teaching, pair work, discussion
4	Chapter 3: Culture Clash	Read Chapter 3	Case studies, roleplay on cultural awareness
5	Chapter 4: Voice and Visuals	Read Chapter 4	Presentation practice, peer feedback
6	Chapter 5: Problems on the Phone	Read Chapter 5	Roleplay, listening practice
7	Midterm Review	Review Chapters 1-5	Group discussion, review games
8	Midterm Exam	Midterm Preparation	Written exam, speaking tasks
9	Chapter 6: Leading Meetings	Read Chapter 6	Simulations, meeting management practice
10	Chapter 7: Coaching	Read Chapter 7	Roleplay, coaching strategies
11	Chapter 8: Promoting Ideas	Read Chapter 8	Presentations, feedback, team activities

12	Chapter 9: Relationship Building	Read Chapter 9	Networking simulations, roleplay
13	Revision and Practical Tasks	Review Chapters 1-9	Mock business scenarios, peer assessment
14	Final Revision and Feedback	None	Teamwork, peer feedback, exam preparation

#### REFERENCES

<b>Textbook</b>	Powell, M. (2014). <i>In company 3.0 Upper Intermediate B2: Business English course book</i> . Macmillan Education.
<b>Related links</b>	Inspiring new businesses <a href="http://www.startups.co.uk/">http://www.startups.co.uk/</a> Presenting your company <a href="http://www.presentationmagazine.com/presentation_company.htm">http://www.presentationmagazine.com/presentation_company.htm</a>
<b>Course Notes</b>	Azar, B. (2003). <i>Fundamentals of English grammar</i> (3rd ed.). Pearson Education.
<b>Recommended Reading</b>	Sweeney, S. (2003). <i>English for business communication</i> (2nd ed.). Cambridge University Press. ISBN 9780521754491.
<b>Material Sharing</b>	The instructor asks students to provide supporting worksheets and copies at certain times.

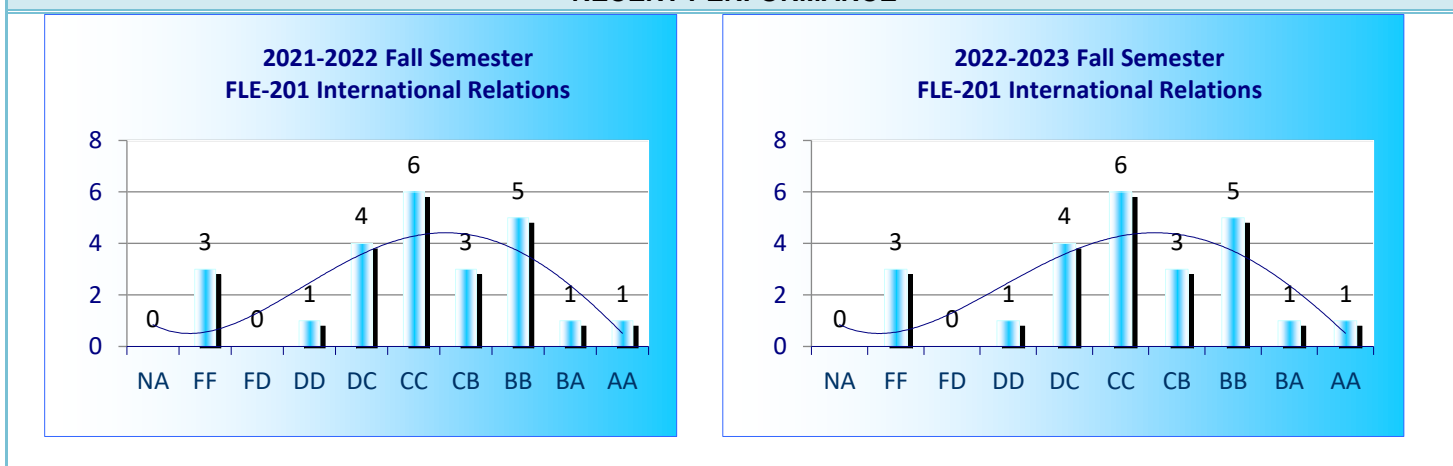
#### ASSESSMENT METHODS

Activities	Number	Effect	Notes
Midterm Exam	1	35%	
Oral Presentation	1	15%	
Final Exam	1	50%	
<i>Effect of The Midterm Exam</i>	1	35%	
<i>Effect of The Final Exam</i>	1	50%	

#### ECTS TABLE

Contents	Number	Hours	Total
Hours in Classroom ( <i>Lectures, Activities</i> )	14	4	56
Hours out Classroom ( <i>Preparation, Homework</i> )	14	4	56
Midterm Exam	1	25	25
Oral Presentation Preparation	1	15	15
Final Exam	1	40	40
		<b>Total</b>	<b>192</b>
		<b>Total / 30</b>	<b>=192/30=6.40</b>
		<b>ECTS Credit</b>	<b>6</b>

#### RECENT PERFORMANCE



## General Information

Please be aware that this syllabus, particularly the assessment portion, is subject to change. It is important to carefully review and understand all details provided regarding the course requirements and assessments. Any changes will be communicated in a timely manner.

## Attendance

- Maintaining regular attendance is the first condition for doing well in the course, so attendance is required! You are expected to attend at least 70% of class sessions, according to the University's attendance policy. A student who misses more **than 30% of all class hours will be unable to take the final and will receive a NA grade**. Those who receive a NA cannot take the make-up exam at the end of the semester, therefore it indicates absolute failure, as stated above.
- Punctuality is also important. Please arrive **on time** to avoid disrupting the lesson.

## Assignment Submission Policy

- Assignments must be **original**. All submitted work will be checked for plagiarism via Turnitin, and a similarity rate above 10% will result in a grade of **FF** for the assignment or the course. Even if the similarity rate is below 10%, any significant **block of copied text** will be considered plagiarism.
- No late submissions will be accepted unless a valid pre-approved or medical reason has been discussed with the professor. If an assignment is not completed on time due to a documented illness (e.g., official health report), funeral, or other university-related activity, then a make-up date can be scheduled with the professor.) **It does NOT mean time management difficulties, wanting to go on holiday, relatives visiting from overseas, computer breakdowns, etc.**
- All late assignments or non-submitted assignments will receive a score of zero (0) points.

## Use of Technological Devices

- Mobile phones cannot be used during the course. They must be **switched off and kept out of sight**.
- No photographs, recordings, or videos can be taken in the classroom or during the course without the prior approval and knowledge of the course instructor. Doing so is strictly prohibited.
- Violating the above rules may result in appropriate action.
- Classroom happenings and interactions are confidential and should remain within the confines of the classroom.

## Email Etiquette / Guidelines

- Occasionally, you may need to contact your instructor outside of class via email (**in English**). However, please note that teaching is not the only responsibility of the instructor. If you send emails with irrelevant requests or ask the instructor to do tasks that you could handle yourself, it may indicate that you do not respect their time. Additionally, avoid sending emails that demand an immediate response, such as "I need to know this right now, and you must tell me."
- If you are still unsure about something, it is okay to ask your question but try to answer it yourself first and only write if you need further clarification.
- Make sure your email includes your full name in the "From" field.
- Begin your email by addressing your instructor with their proper title and full name and conclude your email with a closing and your signature.
- Be clear and concise in your email and use correct spelling and proper grammar.
- **Allow Time for a Response**: Instructors have busy schedules and may not be able to respond to emails

immediately. Allow up to 24 hours for a reply and understand that response times may be longer on weekends and holidays.

### **Student Expectations**

- Before each lesson, students should thoroughly review the course-pack and syllabus, as well as complete all necessary research.
- Come to class ready to engage in multiple exercises related to each topic covered, showcasing both theoretical and technical understanding of various translation technologies.
- Active participation is essential. Take charge of your learning journey and contribute constructively during peer evaluations when needed.