|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***ÇAĞ UNIVERSITY***  ***FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES*** | | | | | | | | | | | | | | | | | | | | | | | |
| **Code** | | | | **Course Title** | | | | | | | | | | | | **Credit** | | | | | **ECTS** | | |
| FLE 204 | | | | Vocational English IV | | | | | | | | | | | | 4 (4-0-0) | | | | | 6 | | |
| **Prerequisites** | | | | | | | | **None** | | | | | | | | | | | | | | | |
| **Language of Instruction** | | | | | | | | English | | | | **Mode of Delivery** | | | | | | **Distance Learning** | | | | | |
| **Type and Level of Course** | | | | | | | | **Compulsory/2.Year/Spring Semester** | | | | | | | | | | | | | | | |
| **Lecturers** | | | | | **Name(s)** | | | | | Lecture Hours | | | | | | | Office Hours | | | | **Contacts** | | |
| **Course Coordinator** | | | | | Betül Turgay | | | | | Friday: 10.00-12.40 | | | | | | | Monday :11.20-12.10 | | | | **betulturgay@cag.edu.tr** | | |
| **Course Objective** | | | | | This course aims to enable students to expand their business vocabulary by creating authentic contexts consisting of new words, phrases and collocations, to structure the new business language knowledge by providing comprehensible language input in the course of the term, to improve their reading and listening skills by the assistance of the texts and scripts related to the topic of the week, to build up students’ confidence in expressing themselves in the target language through improving their communication skills and fluency in the target language by the help of in-class practices such as telephoning, negotiating and taking parts in meetings and to improve their writing skills in business format. | | | | | | | | | | | | | | | | | | |
| **Learning Outcomes of the Course** | |  | Students who have completed the course successfully should be able to | | | | | | | | | | | | | | | | | **Relationship** | | | |
| Prog. Output | | | **Net Effect** |
| 1 | to explain and compare terms and the new jargon of Business English. | | | | | | | | | | | | | | | | | 1 | | | **5** |
| 2 | to outline and paraphrase the authentic articles they read on a variety of topics from newspapers or books on business. | | | | | | | | | | | | | | | | | 1 | | | **5** |
| 3 | to develop essential business communication skills such as making presentations, taking part in team works and negotiating | | | | | | | | | | | | | | | | | 1 | | | **4** |
| 4 | to locate the target language in social situations. | | | | | | | | | | | | | | | | | 1 & 5 | | | **5 & 4** |
| 5 | to analyse business strategies | | | | | | | | | | | | | | | | | 3 | | | **3** |
| 6 | to state ideas both in written and spoken language. | | | | | | | | | | | | | | | | | 5 | | | **4** |
| 7 | to identify business language structures and vocabulary in authentic texts and audio scripts | | | | | | | | | | | | | | | | | 1 | | | **4** |
| 8 | to investigate the given business problems and produce alternative ways of solutions | | | | | | | | | | | | | | | | | 3 | | | **5** |
| **Course Description:** This course is designed to minimize the negative effects preventing student involvement and learning by letting students express themselves freely about real life international business situations. This course presents up-to-date essential business vocabulary, authentic articles about real business situations and living brands, interviews with leading business people to improve students reading and listening skills and case studies based on realistic business problems and situations. All this will allow learners to use the language and communication skills they have developed while working through the course. | | | | | | | | | | | | | | | | | | | | | | | |
| **Course Contents ( Weekly Lecture Plan )** | | | | | | | | | | | | | | | | | | | | | | | |
| **Weeks** | **Topics** | | | | | | | | | | | | **Preparation** | | | | | | **Teaching Methods** | | | | |
| **1** | Problems on the phone  Grammar: Complex question formation  Reading: Article on catterboxes | | | | | | | | | | | | Course Book Unit 5  Feedback | | | | | | Presentation  Brain Storming & Discussion | | | | |
| **2** | Listening: Dealing with a chatterbox  Phrase bank: Problems on the phone | | | | | | | | | | | | Course Book Unit 5 | | | | | | Grammar elicitation and discussion (In direct teaching)  Contextualization  Discussion  Exercises | | | | |
| **3** | Leading Meetings  Grammar: Linking & contrasting ideas | | | | | | | | | | | | Course Book Unit 6 | | | | | | Brainstorming  Discussion  Vocabulary Elicitation  Exercises that foster student autonomy and accountability | | | | |
| **4** | Reading: Article on behaviour in meetings; Disagreement strategies  Listening: Radio Programme. Alternative approaches to meetings: Managing meetings | | | | | | | | | | | | Course Book Unit 6 | | | | | | Tasks  Role-play and acting out activities | | | | |
| **5** | Promoting your ideas  Grammar: The passive  Vocabulary: Phrasal verbs | | | | | | | | | | | | Course Book Unit 8 | | | | | | Inductive teaching & Exercises  Brain Storming & Discussion | | | | |
| **6** | Reading: Website extract: Intrapreneurs  Listening:Problems presenters face during presentations  Phrase bank: Pitching an idea | | | | | | | | | | | | Course Book Unit 8 | | | | | | Various related exercises and tasks | | | | |
| **7** | Relationship-building  Listening: Three small talks | | | | | | | | | | | | Course Book Unit 9 | | | | | | Brainstorming & Discussion  Contextualization  Vocabulary elicitation activities | | | | |
| **8** | Reading:Questionnaire: Article on sport and business  Vocabulary: Social English  Grammar: Multi-verb sentences  Phrase bank: Networking | | | | | | | | | | | | Course Book Unit 9 | | | | | | Grammar and vocabulary elicitation  Related exercises and tasks  Role-play activities | | | | |
| **9** | Making decisions  Grammar: Articles  Listening: Decision making meetings; Case study: Coca-Cola crisis. | | | | | | | | | | | | Course Book Unit 10 | | | | | | Brainstorming & Discussion  Contextualization  Vocabulary elicitation activities  Grammar elicitation  Exercises  Tasks | | | | |
| **10** | Reading: Website extract : Worst-case scenarios: Company crisis.  Phrase bank: Decision-making  Vocabulary: Marketing | | | | | | | | | | | | Course Book Unit 10 | | | | | | Inductive teaching  Vocabulary and Grammar Elicitation  Various related exercises and tasks  Role-plays and acting out activities  Brain Storming & Discussion | | | | |
| **11** | Emailing  Reading: Extracts on emailing | | | | | | | | | | | | Course Book Unit 12 | | | | | | Various related exercises and tasks | | | | |
| **12** | Listening: Podcast: what your emails say about your career  Grammar: Future forms | | | | | | | | | | | | Course Book Unit 12 | | | | | | Inductive teaching & Exercises  Brain Storming & Discussion | | | | |
| **13** | Vocabulary: Prepositional phrases  Phrase bank: Emailing | | | | | | | | | | | | Course Book Unit 12 | | | | | | Vocabulary and Grammar Elicitation  Various related exercises and tasks  Role-plays and acting out activities | | | | |
| **14** | Revision | | | | | | | | | | | | Course Book Unit 7 & 8 | | | | | | Various related exercises and tasks | | | | |
| **REFERENCES** | | | | | | | | | | | | | | | | | | | | | | | |
| **Course Book** | | | | | | in company / Macmillan/ Mark Powell and John Allison Upper intermediate | | | | | | | | | | | | | | | | | |
| **Related links** | | | | | | <http://www.ft.com/intl/markets>  <http://www.writework.com/essay/discuss-marketing-environment>  <http://tutor2u.net/business/strategy/business-planning-process.html>  <http://www.planware.org/strategicplan.htm>  <http://management.about.com/od/people/Manage_People.htm>  <http://davidmaister.com/articles/1/39/> | | | | | | | | | | | | | | | | | |
| **Course Notes** | | | | | | Azar B. (2003). Fundemantals of English Grammar (3rd ed). Pearson Education.  Leech, G. Cruickshank, B. Ivanic, R. (2001). An A-Z of English Grammar & Usage. Pearson Longman Publishing. | | | | | | | | | | | | | | | | | |
| **Recommended Reading** | | | | | | Simon Sweeney, English for Business Communication, 2nd ed. CUP, 2003  ISBN: 9780521754491 | | | | | | | | | | | | | | | | | |
| **Material Sharing** | | | | | |  | | | | | | | | | | | | | | | | | |
| **ASSESSMENT METHODS** | | | | | | | | | | | | | | | | | | | | | | | |
| **Activities** | | | | | | | **Number** | | | | **Effect** | | | **Notes** | | | | | | | | | |
| **Midterm Exam** | | | | | | | 1 | | | | **30%** | | |  | | | | | | | | | |
| **Classroom Participation** | | | | | | | 1 | | | | **10%** | | |  | | | | | | | | | |
| **Presentation** | | | | | | | 1 | | | | **10%** | | |  | | | | | | | | | |
| **Final Exam** | | | | | | | 1 | | | | **50%** | | |  | | | | | | | | | |
| ***Effect of The Final Exam*** | | | | | | | 1 | | | | **50%** | | |  | | | | | | | | | |
| **ECTS TABLE** | | | | | | | | | | | | | | | | | | | | | | | |
| **Contents** | | | | | | | | | **Number** | | | | | | **Hours** | | | | | | | **Total** | |
| **Hours in Classroom** | | | | | | | | | 14 | | | | | | 4 | | | | | | | 56 | |
| **Hours out Classroom** | | | | | | | | | 14 | | | | | | 5 | | | | | | | 70 | |
| **Presentation** | | | | | | | | | 1 | | | | | | 9 | | | | | | | 9 | |
| **Midterm Exam** | | | | | | | | | 1 | | | | | | 15 | | | | | | | 15 | |
| **Final Exam** | | | | | | | | | 1 | | | | | | 25 | | | | | | | 25 | |
| **Total**  **Total / 30**  **ECTS Credit** | | | | | | | | | | | | | | | | | | | | | | **175** | |
| **=175/30=5,8** | |
| **6** | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |