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| ***ÇAĞ UNIVERSITY***  ***FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES***  ***DEPARTMENT OF INTERNATIONAL MANAGEMENT*** | | | | | | | | | | | | | | | | | | | | | | |
| **Code** | | | | **Course Title** | | | | | | | | | | | **Credit** | | | | | **ECTS** | | |
| **FLE 204** | | | | Vocational English IV | | | | | | | | | | | 4 (4-0-0) | | | | | **6** | | |
| **Prerequisites** | | | | | | | None | | | | | | | | | | | | | | | |
| **Language of Instruction** | | | | | | | English | | | | **Mode of Delivery** | | | | | | Face-to-face | | | | | |
| **Type and Level of Course** | | | | | | | **Compulsory/2.Year/Spring Semester** | | | | | | | | | | | | | | | |
| **Lecturers** | | | | | **Name(s)** | | | | | Lecture Hours | | | | | | Office Hours | | | | **Contacts** | | |
| **Course Coordinator** | | | | | Lect. Ali TANER | | | | | Tue: 13.25-15.45 | | | | | | Thu. 10:00-12:00 | | | | [alitaner@cag.edu.tr](mailto:alitaner@cag.edu.tr) | | |
| **Course Objective** | | | | | This course aims to expand students' business vocabulary, structure their language knowledge, and improve their reading, listening, and communication skills. Through in-class practices and authentic contexts, the course will help students express themselves confidently using business English in areas like telephoning, negotiating, and meetings. | | | | | | | | | | | | | | | | | |
| **Learning Outcomes of the Course** |  | | By the end of this course, students will be able to: | | | | | | | | | | | | | | | | **Relationship** | | | |
| Prog. Output | | | **Net Effect** |
| 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 | | İnfermeaning 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 is designed to integrate the business world into the classroom. It combines listening, reading, writing, speaking, and grammar activities to provide a wide range of learning opportunities. Through the coursebook's contents, students will expand their knowledge of various business-related topics and improve their confidence in using English for professional purposes. | | | | | | | | | | | | | | | | | | | | | | |
| **Course Contents (Weekly Lecture Plan)** | | | | | | | | | | | | | | | | | | | | | | |
| **Weeks** | | **Topics** | | | | | | | | | | | **Preparation** | | | | | **Teaching Methods** | | | | |
| **1** | | Promoting your ideas (Ch. 8) | | | | | | | | | | | Ch. 8 | | | | | Discussion, vocabulary exercises, listening exercises | | | | |
| **2** | | Promoting your ideas (Ch. 8) | | | | | | | | | | | Ch. 8 | | | | | Inductive teaching, reading exercises, listening exercises | | | | |
| **3** | | Relationship-building (Ch. 9) | | | | | | | | | | | Ch. 9 | | | | | Contextualization exercises, discussion, vocabulary exercises | | | | |
| **4** | | Relationship-building (Ch. 9) | | | | | | | | | | | Ch. 9 | | | | | Listening practice, reading practice, inductive teaching | | | | |
| **5** | | Making decisions (Ch. 10) | | | | | | | | | | | Ch. 10 | | | | | Discussion, inductive teaching, scanning texts for information, listening practice | | | | |
| **6** | | Making decisions (Ch. 10) | | | | | | | | | | | Ch. 10 | | | | | Roleplay, grammar practice, vocabulary building | | | | |
| **7** | | Stress (Ch. 11) | | | | | | | | | | | Ch. 11 | | | | | Group discussions, reading exercises, listening exercises | | | | |
| **8** | | Stress (Ch. 11) | | | | | | | | | | | Ch. 11 | | | | | Discussion, listening exercises, reading exercises | | | | |
| **9** | | Emailing (Ch. 12) | | | | | | | | | | | Ch. 12 | | | | | Discussion, listening exercises, reading exercises, writing exercises | | | | |
| **10** | | Emailing (Ch. 12) | | | | | | | | | | | Ch. 12 | | | | | Grammar practice, vocabulary building | | | | |
| **11** | | Making an impact (Ch. 13) | | | | | | | | | | | Ch. 13 | | | | | Inductive teaching, scanning texts for information, listening practice | | | | |
| **12** | | Making an impact (Ch. 13) | | | | | | | | | | | Ch. 13 | | | | | Listening practice, group activities for reading, grammar practice, vocabulary practice | | | | |
| **13** | | Out and about (Ch. 14) | | | | | | | | | | | Ch. 14 | | | | | Reading exercises, listening practice, vocabulary building | | | | |
| **14** | | Out and about (Ch. 14) | | | | | | | | | | | Ch. 14 | | | | | Listening practice, reading practice, grammar exercises | | | | |
| **REFERENCES** | | | | | | | | | | | | | | | | | | | | | | |
| **Textbook** | | | | | | Powell, M. (2014). In company 3.0 Upper Intermediate B2: Business English course book. Macmillan Education. ISBN 978-0-45532-0. | | | | | | | | | | | | | | | | |
| **ASSESSMENT METHODS** | | | | | | | | | | | | | | | | | | | | | | |
| **Activities** | | | | | | | | **Number** | **Effect** | | | **Notes** | | | | | | | | | | |
| **Midterm Exam** | | | | | | | | 1 | 40% | | | Covers content from Weeks 1-4 | | | | | | | | | | |
| **Final Exam** | | | | | | | | 1 | 60% | | | Comprehensive, covers content from all weeks | | | | | | | | | | |
| ***Effect of The Midterm Exam*** | | | | | | | | 1 | 40% | | |  | | | | | | | | | | |
| ***Effect of The Final Exam*** | | | | | | | | 1 | 60% | | |  | | | | | | | | | | |
| **ECTS TABLE** | | | | | | | | | | | | | | | | | | | | | | |
| **Contents** | | | | | | | | | | | **Number** | | | **Hours** | | | | | | | **Total** | |
| **Hours in Classroom** *(Lectures, Activities)* | | | | | | | | | | | 14 | | | 4 | | | | | | | 56 | |
| **Hours out Classroom** *(Preparation, Homework)* | | | | | | | | | | | 14 | | | 4 | | | | | | | 56 | |
| **Midterm Exam** | | | | | | | | | | | 1 | | | 30 | | | | | | | 30 | |
| **Final Exam** | | | | | | | | | | | 1 | | | 50 | | | | | | | 50 | |
| **Total**  **Total / 30**  **ECTS Credit** | | | | | | | | | | | | | | | | | | | | | **192** | |
| **=192/30=6.40** | |
| **6** | |

