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| ***ÇAĞ UNIVERSITY******FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES******DEPARTMENT OF INTERNATIONAL TRADE & LOGISTICS*** |
| **Code** | **Course Title** | **Credit** | **ECTS** |
| **FLE 101** | Vocational English III | 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/Fall Semester** |
| **Lecturers** | **Name(s)**  | Lecture Hours | Office Hours | **Contacts** |
| **Course Coordinator** | Lect. Ali TANER | Tue: 13.25-16.05 | Thu. 10:00-16:00 | 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** | Business or Pleasure? (Ch. 1) | Ch. 1 | Discussion, vocabulary exercises |
| **2** | Business or Pleasure? (Ch. 1) | Ch. 1 | Inductive teaching, pair work, discussion |
| **3** | Information Exchange (Ch. 2) | Ch. 2  | Roleplay, contextualization exercises |
| **4** | Information Exchange (Ch. 2) | Ch. 2 | Listening practice, group activities |
| **5** | Rapport (Ch. 3) | Ch. 3 | Inductive teaching, scanning texts for information |
| **6** | Rapport (Ch. 3) | Ch. 3 | Roleplay, grammar practice, vocabulary building |
| **7** | Voice and Visuals (Ch. 4) | Ch. 4 | Group discussions, roleplaying |
| **8** | Voice and Visuals (Ch. 4) | Ch. 4 | Inductive grammar teaching, roleplay, discussion |
| **9** | Problems on the phone (Ch. 5) | Ch. 5 | Group work, roleplaying, vocabulary practice |
| **10** | Problems on the phone (Ch. 5) | Ch. 5 | Roleplay, grammar practice, vocabulary building |
| **11** | Leading meetings (Ch. 6) | Ch. 6 | Inductive teaching, scanning texts for information |
| **12** | Leading meetings (Ch. 6) | Ch. 6 | Listening practice, group activities |
| **13** | Coaching (Ch. 7) | Ch. 7 | Roleplay, grammar practice, vocabulary building |
| **14** | Coaching (Ch. 7) | Ch. 7 | Listening practice, group activities |
| **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** |