

OSTİM TECHNICAL UNIVERSITY  
FOREIGN LANGUAGES DEPARTMENT  
**ENG 112/YAD 104** COURSE SYLLABUS  
2023-2024 SPRING

**Instructor:**  
**Email:**  
**Office:**  
**Office hour:**

<b>ENG 112 ACADEMIC ENGLISH II/YAD 104 ENGLISH II</b>							
<b>Course Name</b>	<b>Course Code</b>	<b>Period</b>	<b>Hours</b>	<b>Application</b>	<b>Laboratory</b>	<b>Credit</b>	<b>ECTS</b>
Academic English II/ ENGLISH II	ENG 112/ YAD 104	2	3	0	0	3	3

<b>Language of instruction</b>	English
<b>Course status</b>	Compulsory
<b>Course level</b>	Freshman
<b>Learning and teaching techniques</b>	Learner-centered, integrated skills, discussion, question-answer, writing & feedback

<b>Course Objective</b>
This course aims to introduce students to business English while practicing academic reading, listening, writing and speaking skills in English. It will familiarize students with formal/informal language, the job application process and specific terms related to business. Students will read texts related to a range of different academic subjects, listen to lectures and write in specific formats.
<b>Learning Outcomes</b>
Students who successfully complete this course are expected to... <ul style="list-style-type: none"> <li>• Be able to understand business related terms and texts</li> <li>• Recognize and understand academic English</li> <li>• Differentiate and utilize formal and informal English</li> <li>• Deliver a professional business presentation to sell an idea/a product</li> <li>• Be aware of cross cultural communication</li> <li>• Write a CV</li> </ul>

### Course Objective

- Write emails

### Course Outline

Each week a unit of the course book, Languo A2 (1st Ed.), will be covered whilst learning specific business English cases.

### Weekly Topics and Related Preparation Studies

Week	Topic	Preparation studies
Week 1:	<ul style="list-style-type: none"> <li>• Introduction to course</li> <li>• “Environment”                             <ul style="list-style-type: none"> <li>• Superlatives</li> </ul> </li> </ul>	• LANGUO A2 Unit 1
Week 2:	<ul style="list-style-type: none"> <li>• “Environment”                             <ul style="list-style-type: none"> <li>• Question Tags</li> <li>• Writing a paragraph of a typical day</li> </ul> </li> </ul>	• LANGUO A2 Unit 1
Week 3:	<ul style="list-style-type: none"> <li>• <b>Writing a CV</b></li> <li>• “Environment”                             <ul style="list-style-type: none"> <li>○ Gerunds &amp; Infinitives</li> <li>○ Talking about likes/dislikes</li> </ul> </li> </ul>	• LANGUO A2 Unit 2
Week 4:	<ul style="list-style-type: none"> <li>• “Environment”                             <ul style="list-style-type: none"> <li>• Simple Past Tense</li> <li>• <b>Midterm 1: Giving a CV presentation</b></li> </ul> </li> </ul>	• LANGUO A2 Unit 2
Week 5:	<ul style="list-style-type: none"> <li>• <b>Job interviews</b></li> <li>• “Technology”                             <ul style="list-style-type: none"> <li>• Simple present (habits, routines, imperatives)</li> <li>• Adverbs of frequency</li> </ul> </li> </ul>	• LANGUO A2 Unit 3
Week 6:	<ul style="list-style-type: none"> <li>• “Technology”                             <ul style="list-style-type: none"> <li>• Used to and would (Past habits)</li> <li>• Writing about past routines</li> <li>• Scanning</li> </ul> </li> </ul>	• LANGUO A2 Unit 3
Week 7:	<ul style="list-style-type: none"> <li>• <b>Marketing Strategies</b></li> <li>• “Technology”                             <ul style="list-style-type: none"> <li>• too and enough</li> </ul> </li> </ul>	• LANGUO A2 Unit 4
Week 8:	<ul style="list-style-type: none"> <li>• <b>Cross Cultural Communication in Business</b></li> <li>• “Technology”                             <ul style="list-style-type: none"> <li>• Skimming</li> </ul> </li> </ul>	LANGUO A2 Unit 4

Weekly Topics and Related Preparation Studies		
Week	Topic	Preparation studies
	Guessing the meaning of unknown vocabulary from context	
Week 9:	<ul style="list-style-type: none"> <li>• “Art, design, psychology”</li> <li>• Simple past tense (regular, irregular)</li> </ul>	• LANGUO A2 Unit 5
Week 10:	<ul style="list-style-type: none"> <li>• <b>Business Ethics</b></li> <li>• “Art, design, psychology”</li> <li>• Phrasal verbs</li> </ul>	• LANGUO A2 Unit 5
Week 11:	<ul style="list-style-type: none"> <li>• “Art, design, psychology”</li> <li>• Past continuous</li> </ul>	• LANGUO A2 Unit 6
Week 12:	<ul style="list-style-type: none"> <li>• “Art, design, psychology”</li> <li>Writing a summary</li> </ul>	• LANGUO A2 Unit 6
Week 13:	<ul style="list-style-type: none"> <li>• <b>Pitching an Idea</b></li> <li>• “Business, Entrepreneurship, Innovation”</li> <li>• Modals (Should &amp; Shouldn't)</li> </ul>	• LANGUO A2 Unit 7
Week 14:	<ul style="list-style-type: none"> <li>• “Business, Entrepreneurship, Innovation”</li> <li>• Present Perfect Tense</li> </ul>	• LANGUO A2 Unit 8
Week 15:	• <b><u>Exam Week (Final exam)</u></b>	

Textbook(s)/References/Materials:
Textbook: <ul style="list-style-type: none"> <li>• Languo A2 (1st Edition)</li> </ul> Additional Materials: <ul style="list-style-type: none"> <li>• Powerpoint slides</li> <li>• Grammar in Use</li> </ul>

Assessment		
Studies	Number	Contribution margin (%)
Midterm 1: CV presentation	1	20
Midterm 2: Languo Homework	1	20
Final exam	1	60
	<b>Total:</b>	<b>100</b>
<b>Success Grade Contribution of Semester Studies</b>		40

Assessment		
Success Grade Contribution of End of Term		60
	<b>Total:</b>	<b>100</b>

ECTS/Workload			
Activities	Number	Duration (Hours)	Total Workload (Hours)
Course Hours	14	3	42
Laboratory			
Application			
Course-specific internship			
Field study			
Study time outside of class	14	1	14
Presentation			
Projects			
Reports			
Homework	4	4	16
Quizzes/Tasks	2	2	4
<b>Total Workload:</b>			<b>76</b>

### ATTENDANCE

The course requires regular attendance and active participation. Minimum required attendance is 70% for all class sessions per semester, which makes up 13 hours of absence at most. You will get an "NA" grade if you exceed this limit. A student who does not fulfill the requirement for attendance is not allowed to take the final exam for the semester concerned and is to repeat the course.

It is your own responsibility to catch up with the class and to make up for any work done during your absence. Missing the class does not excuse you from not turning in assignments. You will not be given a make-up if you miss any in-class graded task without a medical report.

### ACADEMIC INTEGRITY

It is the responsibility of students to avoid unethical practices. Cheating during the exams or presenting someone else's work as yours (plagiarism) will not be tolerated under any circumstances. If turnitin.com detects plagiarism in your work, you will be penalized based on the plagiarism policy and disciplinary action will be taken against any student. If you, for any reason, fail to upload your assignment to turnitin, it will not be graded, and you will receive a zero for this assignment.

### EXAM

Students who miss an exam will not be given a make-up exam unless they submit an approved medical report or any other official document proving their excuse.

### **LATE ASSIGNMENT POLICY**

All assignments (e.g. papers, presentations, etc.) are expected to be submitted on time. Be sure to pay close attention to deadlines—tasks that are completed after the due date will be deducted points for each day/week late. Tasks that are 1 day/week late will be deducted 15 points and tasks that are 2 days/weeks late will be deducted 30 points. Tasks(papers) that are submitted more than 2 days/weeks after the scheduled due date will receive an automatic grade of “0”. It is the responsibility of the student to ensure that tasks are submitted appropriately.

- ★ All materials, assignments, and deadlines are subject to change. It is your responsibility to read the course announcements regularly to be aware of any changes or updates in the course.