



OSTİM TECHNICAL UNIVERSITY
FOREIGN LANGUAGES DEPARTMENT

ENG 221 COURSE SYLLABUS
2023-2024 FALL

Instructor:
Email:
Office:
Office hour:

ENG 221 ENGLISH FOR BUSINESS LIFE I							
Course Name	Course Code	Period	Hours	Application	Laboratory	Credit	ECTS
English for Business Life I	ENG 221	1	3	0	0	3	3

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

Course Objective
With the help of this course, students will be able to communicate effectively in all business settings, including those that are international. They will also be able to employ each language skill effectively in their workplaces.
Learning Outcomes

Students who successfully complete this course are expected to...

- gain familiarity with multicultural workplace environments and communication within multicultural business atmosphere
- read and understand business-related English texts
- use communication skills necessary for effective business communication
- discuss/share ideas and talk about the past
- talk about careers and organizational change
- facilitate conversation
- avoid conflict and add emphasis in negotiation
- discuss innovative ideas and use adverbs

Course Outline

Every two weeks, 1 unit of the course book is completed. Since the course focuses on the development of integrated language abilities, textual, visual, and auditory resources are used to enrich the content.

Weekly Topics and Related Preparation Studies

Week	Topic	Preparation studies
Week 1	<ul style="list-style-type: none"> • Introduction: What is Business English? • Syllabus overview • Describing Cross-cultural Experiences-<i>Working with words</i> • Reporting Back on Research-<i>Business Communication</i> 	<ul style="list-style-type: none"> • Lecture notes • <i>Business Result</i> Unit 1 • Connections-6,7,8 • Practice File 1 on page 102
Week 2	<ul style="list-style-type: none"> • Tenses Review • Introducing Yourself to a Group-<i>Practically speaking</i> • Working in Multinational teams.-<i>Talking point</i> 	<ul style="list-style-type: none"> • <i>Business Result</i> Unit 1 • Connections-9,10,11 • Grammar reference on page 126 • Useful phrases on page 134
Week 3	<ul style="list-style-type: none"> • Comparing Career Paths-<i>Working with words</i> • Managing the Discussion/Sharing the Ideas- <i>Business Communication</i> • Expressing Attitudes to the Past-<i>Language at work</i> 	<ul style="list-style-type: none"> • <i>Business Result</i> Unit 2 • Careers-14,15,16,17,18 • Practice file 2 on page 104 • Grammar reference on page 126
Week 4	<ul style="list-style-type: none"> • Review of the Previous week • Getting Your Point Across-<i>Practically speaking</i> • The “gig” Economy-<i>Talking point</i> 	<ul style="list-style-type: none"> • <i>Business Result</i> Unit 2 • Careers-19,20,21 • Useful Phrases on page 134

Week 5	<ul style="list-style-type: none"> ● Discussing Working Progresses- Working with words ● Giving a Formal Presentation- Business communication 	<ul style="list-style-type: none"> ● <i>Business Result</i> Unit 3 ● Change-22,23,24,25 ● Practice file 3 on page 106
Week 6	<ul style="list-style-type: none"> ● Speculating about Future Changes-Language at work ● Showing Understanding- Practically speaking ● Dealing with Change-Talking point **Video** 	<ul style="list-style-type: none"> ● <i>Business Result</i> Unit 3 ● Change-26-27,28,29 ● Grammar reference on page 127 ● Practice file 3 on page 107
Week 7	<ul style="list-style-type: none"> ● Handling a Corporate Crisis- Working with words ● Taking Part in a Teleconference- Business communication ● Referencing Using Pronouns- Language at work ● **PRESENTATION WEEK** 	<ul style="list-style-type: none"> ● <i>Business Result</i> Unit 4 ● Risk-30,31,32,33,34 ● Practice file 4 on page 108 ● Grammar reference on page 128
Week 8	<ul style="list-style-type: none"> ● MIDTERM WEEK/NO CLASS 	<ul style="list-style-type: none"> ● MIDTERM WEEK/NO CLASS
Week 9	<ul style="list-style-type: none"> ● Establishing Rapport- Practically speaking ● Planning for the Olympics- Talking point. 	<ul style="list-style-type: none"> ● <i>Business Result</i> Unit 4 ● Risk-35,36,37 ● Useful phrases on page 134
Week 10	<ul style="list-style-type: none"> ● Exploring Team Relationships- Working with words ● Dealing with Conflict-Business communication ● Adding Emphasis-Language at work 	<ul style="list-style-type: none"> ● <i>Business Result</i> Unit 5 ● Teamwork-38,39,40,41 ● Practice file 5 page 110 ● Grammar reference on page 128
Week 11	<ul style="list-style-type: none"> ● Adding Emphasis-Language at work ● Responding to Feedback- Practically speaking ● Problem-Solving in a Team- Talking point 	<ul style="list-style-type: none"> ● <i>Business Result</i> Unit 5 ● Teamwork- 41,42,43,44,45 ● Useful phrases on page 135
Week 12	<ul style="list-style-type: none"> ● Discussing Factors for Success- Working with words ● Brainstorming Ideas-Business Communication ● Using Adverbs to Qualify attitudes-Language at work 	<ul style="list-style-type: none"> ● <i>Business Result</i> Unit 6 ● Progress- 46,47,48,49,50 ● Practice file 6 on page 112 ● Grammar reference on page 129

Week 13	<ul style="list-style-type: none"> Using Adverbs to Qualify Attitudes-<i>Language at work</i> Using Vague Language-<i>Practically speaking</i> Ethical Consumption-<i>Talking point</i> **Video** 	<ul style="list-style-type: none"> <i>Business Result</i> Unit 6 Progress- 50,51,52,53 Useful phrases on page 135
Week 14	<ul style="list-style-type: none"> Revision of the term Final task introduction Discussion about the term Farewell 	
Week 15	<ul style="list-style-type: none"> Exam Week 	

Textbook(s)/References/Materials:
Textbook: <ul style="list-style-type: none"> <i>Oxford Business Result 2nd edition</i>

Assessment		
Studies	Number	Contribution margin (%)
MIDTERM: Poster Presentation / Business Booklet Preperation	1	40
FINAL: Final Exam	1	60
	Total:	100
Success Grade Contribution of Semester Studies		40
Success Grade Contribution of End of Term		60
	Total:	100

ECTS/Workload

Activities	Number	Duration (Hours)	Total Work load (Hours)
Course Hours	14	3	42
Laboratory			
Application			
Course-specific internship			
Field study			
Study time outside of class	14	1	14
Presentation	1	4	4
Projects			
Reports			
Homework	2	3	6
Quizzes/Tasks	2	4	8
Total Workload:			74

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 late will be deducted 15 points and tasks that are 2 days late will be deducted 30 points. Tasks(papers) that are submitted more than 2 days 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.