



OSTİM TECHNICAL UNIVERSITY
FOREIGN LANGUAGES DEPARTMENT
ENG 222 COURSE SYLLABUS
2023-2024 SPRING

Instructor:
Email:
Office:
Office hour:

ENG 222 ENGLISH FOR BUSINESS LIFE II							
Course Name	Course Code	Period	Hours	Application	Laboratory	Credit	ECTS
ENGLISH FOR BUSINESS LIFE II	ENG 222	2	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
This course aims to improve students' ability to communicate in English in a wide range of business situations. The course will develop the communication skills students need to succeed in business and will enlarge their knowledge of the business world. Everybody studying this course will become more fluent and confident in using the language of business and should increase their career prospects.
Learning Outcomes

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

- read and understand business-related English texts
- develop the fundamental skills of business communication techniques
- use communication skills necessary for effective business communication
- give a business speech regarding the topics they are given
- produce effective business proposals to analyze, describe, and propose a new idea/product
- deliver a professional business presentation to sell an idea/a product
- gain familiarity with multicultural workplace environments and communication within multicultural business atmosphere
- be aware of cross cultural communication

Course Outline

Each week, a unit from the textbook, *Business Result* will be covered whilst practicing specific business English cases.

Weekly Topics and Related Preparation Studies

Week	Topic	Preparation studies
Week 1	<ul style="list-style-type: none"> • Introduction to course & materials • Syllabus overview 	
Week 2	<ul style="list-style-type: none"> • Exploring team relationships-Working with Words • Dealing with conflict-Business Communication • Avoid conflict 	<ul style="list-style-type: none"> • <i>Business Result</i> Unit 5 p. 38-45 • Practice File 5
Week 3	<ul style="list-style-type: none"> • Discussing factors for success-Working with Words • Brainstorming ideas- Business Communication • 	<ul style="list-style-type: none"> • <i>Business Result</i> Unit 6 p. 46-53 • Practice File 6
Week 4	<ul style="list-style-type: none"> • Talking about Training and Learning-Working with Words • Communication Strategies-Business Communication • Communicate Effectively on the Phone 	<ul style="list-style-type: none"> • <i>Business Result</i> Unit7 p. 54-61 • Practice File 7

Week 5	<ul style="list-style-type: none"> ● Employer-Employee Expectation- Working with Words ● Giving an Impromptu Presentation- Business Communication 	<ul style="list-style-type: none"> ● <i>Business Result</i> Unit 8 p. 62-69 ● Practice File 8
Week 6	<ul style="list-style-type: none"> ● Corporate Social Responsibility Working with Words ● Discussing Options- Business Communication 	<ul style="list-style-type: none"> ● <i>Business Result</i> Unit 9 p. 70-73 ● Practice File 9
Week 7	<ul style="list-style-type: none"> ● Using Conditionals- Language at Work ● Dealing with Misunderstandings- Practically Speaking ❖ Video- Business Education 	<ul style="list-style-type: none"> ● <i>Business Result</i> Unit 9 p. 74-77 ● Grammar Reference p. 131 (B.R.) ● Practice File 9 ● Useful Phrases p.135 (B.R.)
Week 8	MIDTERM WEEK	NO CLASS
Week 9	<ul style="list-style-type: none"> ● Talking about Leadership Styles- Working with Words ● Giving a Briefing- Business Communication 	<ul style="list-style-type: none"> ● <i>Business Result</i> Unit 10 p.78-81 ● Practice File 10
Week 10	<ul style="list-style-type: none"> ● Using the Passives- Language at Work ● Expressing Personal Views-Practically Speaking ● Leading Your Leaders- Talking Point 	<ul style="list-style-type: none"> ● <i>Business Result</i> Unit 10 p.82-85 ● Grammar Reference p. 132 (B.R.) ● Practice File 10 ● Useful Phrases p.136 (B.R.)
Week 11	<ul style="list-style-type: none"> ● Discussing about Values-Working with Words ● Reaching Agreement- Business Communication 	<ul style="list-style-type: none"> ● <i>Business Result</i> Unit 11 p.86-89 ● Practice File 11
Week 12	<ul style="list-style-type: none"> ● Participle Clause & Inversion for Emphasis and Formality- Language at Work ● Raising a Difficult Point- Practically Speaking ● Blowing the Whistle- Talking Point 	<ul style="list-style-type: none"> ● <i>Business Result</i> Unit 11 p. 90-93 ● Grammar Reference p. 132 (B.R.) ● Practice File 11
Week 13	<ul style="list-style-type: none"> ● Persuasion and Influence-Working with Words ● Selling an Idea-Business Communication 	<ul style="list-style-type: none"> ● <i>Business Result</i> Unit 12 p. 94-97 ● Practice File 12
Week 14	FINAL EXAM	NO CLASS

Textbook(s)/References/Materials:

Textbooks:

- *Business Result 2nd edition*

References:

- Chan, Mable. English for Business Communication. Routledge, 2020.
- Kollin, C. Philip. Successful Writing at Work. Cengage Learning, 2017.
- Mascull, Bill. Business Vocabulary in Use. Cambridge, 2017.
- McLean, Scott. Business Communication for Success. Academic Publishing, 2016.

Materials:

- *Business Vocabulary in Use Advanced*
- PowerPoint Presentations/online sources/lecture notes/podcasts.

Assessment

Studies	Number	Contribution margin (%)
Midterm	1	40
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			
Projects			
Reports			
Homework	3	2	6
Quizzes/Tasks	3	5	15
Total Workload:			77

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.