

**OSTİM TECHNICAL UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
DEPARTMENT OF BUSINESS ADMINISTRATION
COURSE SYLLABUS FORM**

ENG 101 Academic English I							
Course Name	Course Code	Period	Hours	Application	Laboratory	Credit	ECTS
Academic English I	ENG 101	1	3	0	0	3	3

Language of Instruction	English
Course Status	Compulsory
Course Level	Bachelor
Learning and Teaching Techniques of the Course	Lecture, Discussion, Question-Answer, Writing-feedback

Course Objective
<p>This course aims to introduce students to English for specific purposes, i.e. business English as well as academic English and its specific vocabulary and structures, with a focus on the differences between formal and informal language. It will familiarize students with terms related to their fields, types of formal writing, and key presentation skills. Students will read texts about the business world, listen to lectures and write using academic language, while learning to give presentations. They will be exposed to a range of different topics, both academic and related to business</p>

Learning Outcomes
<p>Students who successfully complete this course are expected to:</p> <ol style="list-style-type: none"> 1. Be able to understand business related terms and texts 2. Recognize and understand academic English 3. Differentiate and utilize formal and informal English 4. Give presentations 5. Write emails 6. Write reports

Course Outline
<p>In the first 7 weeks of this course, there will be a focus on business English. Each week, a unit from the textbook The Business 2.0 Intermediate will be covered whilst completing writing tasks. In the remaining weeks, there will be a focus on academic English, in which Oxford EAP (B1+) will be used to familiarize students with academic language.</p>

Weekly Topics and Related Preparation Studies		
Weeks	Topics	Preparation Studies
1	Introduction: Course objectives, What is ESP (English for specific purposes)? Work Culture	– Unit 1: “Corporate Culture” (The Business 2.0)
2	Dealing with problems by telephone	– Unit 2: “Customer Support” (The Business 2.0)
3	Formal and informal correspondence TASK 1: Email writing	– Unit 2: “Customer Support” (The Business 2.0)
4	Presentation structure	– Unit 3: “Products and Packaging” (The Business 2.0)
5	Product description	– Unit 3: “Products and Packaging” (The Business 2.0)
6	Job interview	– Unit 4: “Careers” (The Business 2.0)
7	Job application TASK 2: CV writing	– Unit 4: “Careers” (The Business 2.0)
8	Introduction to Academic English	– Unit 1: “Knowledge” (Oxford EAP)
9	Understanding and presenting information TASK 3: Writing a summary	– Unit 1: “Knowledge” (Oxford EAP)
10	Perspective and stance	– Unit 2: “Organization” (Oxford EAP)
11	Academic discussions TASK 4: Presentation	– Unit 2: “Organization” (Oxford EAP)
12	Definition and explanation	– Unit 3: “Motivation” (Oxford EAP)
13	Lectures	– Unit 3: “Motivation” (Oxford EAP)
14	Descriptive paragraphs	– Unit 4: “Nature” (Oxford EAP)

15	TASK 5: Paragraph writing	– Unit 4: “Nature” (Oxford EAP)
16	FINAL EXAM	

Textbook(s)/References/Materials:	
Textbook:	<ul style="list-style-type: none"> • The Business 2.0 (B1+ Intermediate) • Oxford EAP: A course in English for Academic Purposes (Intermediate)
Supplementary References:	<ul style="list-style-type: none"> • Behrens, Laurence and Leonard J. Rosen. A Sequence for Academic Writing. Pearson, 2018. • Bailey, Stephens. Academic Writing: A Handbook for International Students. Routledge, 2015.
Other Materials:	

Assessment		
Studies	Number	Contribution margin (%)
Attendance		
Lab		
Class participation and performance		
Field Study		
Course-Specific Internship (if any)		
Quizzes / Studio / Critical		
Homework		
Presentation	1	30
Projects		
Report		
Seminar		
Midterm Exam/Midterm Jury	1	30
General Exam / Final Jury	1	40
Total		100
Success Grade Contribution of Semester Studies		50
Success Grade Contribution of End of Term		50
Total		100

ECTS / Workload Table			
Activities	Number	Duration (Hours)	Total Workload
Course hours (Including the exam week): 16 x totalcourse hours)	16	3	48
Laboratory			
Application			
Course-Specific Internship (if any)			
Field Study			
Study Time Out of Class	12	1	12
Presentation / Seminar Preparation	1	4	4
Projects			
Reports			
Homework	5	1	5
Quizzes / Studio Review	4	4	12
Preparation Time for Midterm Exams / Midterm Jury	1	5	5
Preparation Period for the Final Exam / General Jury	1	5	5
Total Workload	(91/30 = 3,03)		91

Course' Contribution Level to Learning Outcomes						
Nu	Learning Outcomes	Contribution Level				
		1	2	3	4	5
LO1	Able to recognise and predict said words and distinguish each other.					X
LO2	Express opinions, present themselves and use negotiation skills to achieve desired outcomes					X
LO3	Identify and register mood and tone.					X
LO4	Identify and register grammatical structures and the vocabulary.					X
LO5	Locate important information in a text.					X
LO6	Write clear and understandable questions and answers.					X

Relationship Between Course Learning Outcomes and Program Competencies (Department of Business Administration)								
Nu	Program Competencies	Learning Outcomes						Total Effect(1-5)
		LO1	LO2	LO3	LO4	LO5	LO6	
1	Know the basic concepts and practical information about the science of business administration and core business activities							
2	Evaluate global and local issues by using ideas and concepts from the field of business administration; examine and analyze management related information and applications in line with scientific principles by using appropriate qualitative and quantitative methods; interpret and synthesise the data and find solutions to business related problems							
3	Take responsibility as a member of an interdisciplinary team to solve unpredictable and complex business problems; be able to work effectively in teams of various functions and disciplines; effectively carry out project activities							
4	Carry out independent studies in the field by utilizing obtained knowledge and skills	x	x	x	x	x	x	5
5	Set goals and objectives for the institution he/she works at; detect and solve basic problems; analyze the internal and external environment of the business; evaluate the developments, support continuous improvement and provide innovative strategies							

6	Acquire the skill to manage activities aimed at the improvement of the employees as a leader, make decisions and implement them							
7	Acquire the entrepreneurship skill; design and manage a business; promote innovativeness and sustainability							
8	Maintain life-long learning activities; achieve self-improvement; follow higher level educational programs							
9	Inform stakeholders with a sense of social responsibility as an individual with effective communication skills; share his/her emotions, thoughts and solutions to problems verbally and in writing; understand the behaviors and psychology of his/her colleagues							
10	Use the information and communication technologies and computer software required by the field							
11	Effectively use English to follow, read, write and speak about the universal information in the field of business and management sciences and be able to communicate with colleagues in a foreign language with professional proficiency	x	x	x	x	x	x	5
12	Act according to the law in all his/her affairs; have a sense of professional and ethical responsibility and code of business conduct and act in line with social values							
13	Be aware of the contemporary business problems as well as the interdisciplinary scope of business administration and analyze these; have the competence to understand the effects of business and management sciences on these problems on a universal, environmental, legal, social and societal level and in terms of health, security and globalization							
14	Give research proposals, be able to design research studies, prepare and present research reports							
15	Manage work time and personal time; fulfil the requirements of his/her duties on time							
16	Have the competence to work in non-governmental organizations, private sector and public entities							

Total Effect	10
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Policies and Procedures
Web page: https://www.ostimteknik.edu.tr/business-administration-1240/907
Exams: The exams aim at assessing various dimensions of learning: knowledge of concepts and theories and the ability to apply this knowledge to real-world phenomena, through analyzing the situation, distinguishing problems, and suggesting solutions. The written exams can be of two types, ie. open-ended questions, which can also be in the form of problems or multiple-choice questions.
Assignments: Quizzes and Homework (Assignments) might be applicable. Scientific Research Ethics Rules are very important while preparing assignments. The students should be careful about citing any material used from outside sources and reference them appropriately.
Missed exams: Any student missing an exam needs to bring an official medical report to be able to take a make-up exam.
Projects: A group project with teamwork is welcome.
Attendance: Attendance requirements are announced at the beginning of the term. Students are usually expected to attend at least 70% of the classes during each term.
Objections: If the student observes a material error in his/her grade, he/she has the right to place an objection to the Faculty or the Department. The claim is examined and the student is notified about its outcome.