

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

<b>ENG 102 Academic 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	ENG 102	1	3	0	0	3	3

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

<b>Course Objective</b>
<p>This course aims to improve students' academic English knowledge and skills, with a primary focus on academic writing. Students will read academic texts, listen to lectures and write academic essays while learning to give presentations. They will be exposed to a range of different topics relevant to academia such as education, technology, and communication. They will also have the opportunity to read and analyze authentic texts such as business articles relevant to their fields.</p>

<b>Learning Outcomes</b>
<p>Students who successfully complete this course are expected to:</p> <ul style="list-style-type: none"> <li>• Read and understand academic texts</li> <li>• Utilize different reading skills such as skimming and scanning</li> <li>• Listen and comprehend lectures</li> <li>• Take notes and recognize main ideas</li> <li>• Summarize and paraphrase using academic language</li> <li>• Write coherent academic essays</li> <li>• Reference academic sources</li> <li>• Give presentations in an academic environment</li> <li>• Use academic language structures and vocabulary</li> </ul>

### Course Outline

Each week, a unit from the textbook Oxford EAP will be covered whilst reading an authentic article in which academic language is analyzed and from which writing tasks are developed.

### Weekly Topics and Related Preparation Studies

Weeks	Topics	Preparation Studies
1	Introduction: What is academic English/writing? Unit 1: “Education” (Oxford EAP)	“Background to Writing” (Bailey p.3-9) “An Introduction to Thinking and Writing in College” (Behrens and Rosen ch.1) “Reading with Attention” (Behrens and Rosen ch.2)
2	Unit 1 cont.—Summarizing/paraphrasing	“Summarizing and Paraphrasing Sources” (Behrens and Rosen ch.3) “Summarising and Paraphrasing” (Bailey p.42-52)
3	Unit 2: “Systems” (Oxford EAP)— Descriptions of visual information	“Visual Information” (Bailey p.146-150) <i>Harvard Business Review article</i>
4	Unit 2 cont. <b>Task 1: Descriptive paragraph</b>	“Finding Key Points and Note-making” (Bailey p.36-42)
5	Unit 3: “Communication” (Oxford EAP)— Topic sentences and paragraph writing	“Organising Paragraphs” (Bailey p.67-72) <i>Harvard Business Review article</i>
6	Unit 4: “Order” (Oxford EAP)—Thesis statements and introductions	“Introductions and Conclusions” (Bailey p.72-78) <i>Harvard Business Review article</i>
7	Unit 4 cont. <b>Task 2: Writing an essay introduction</b>	“Passives” (Bailey p.121-125)
8	<b>MIDTERM EXAM</b>	
9	Unit 5: “Intelligence” (Oxford EAP)—Achieving cohesion and conclusions	“Cohesion” (Bailey p.96-100) “Introductions and Conclusions” (Bailey p.72-78)

<b>10</b>	Unit 5 cont. <b>Task 3: Writing an essay conclusion</b>	“Analysis” (Behrens and Rosen ch.8) <u>Harvard Business Review article</u>
<b>11</b>	Unit 7: “Culture” (Oxford EAP)—Essay outlines and proofreading	“Rewriting and Proofreading” (Bailey p.78-81) “Comparisons” (Bailey p.100-105) <u>Harvard Business Review article</u>
<b>12</b>	Unit 8: “Interpretation” (Oxford EAP)—Citation and referencing <b>Task 4: Giving a presentation</b>	“Quoting Sources, Using Signal Phrases...” (Behrens and Rosen ch.4) “Avoiding Plagiarism” (Bailey p.25-31)
<b>13</b>	Unit 8 cont. <b>Task 4: Giving a presentation</b>	“Critical Reading and Critique” (Behrens and Rosen ch.5) <u>Harvard Business Review article</u>
<b>14</b>	Unit 9: “Persuasion” (Oxford EAP)—Persuasive language and argument essays <b>Task 5: draft (10%)</b>	“Argument Synthesis” (Behrens and Rosen ch.7)
<b>15</b>	Unit 9 cont. <b>Task 5: Writing an argument essay (20%)</b>	<u>Harvard Business Review article</u>
<b>16</b>	<b>FINAL EXAM</b>	

<b>Textbook(s)/References/Materials:</b>	
<b>Textbook:</b>	<ul style="list-style-type: none"> <li>Oxford EAP: A course in English for Academic Purposes (Upper-intermediate)</li> </ul>
<b>Supplementary References:</b>	<ul style="list-style-type: none"> <li>Behrens, Laurence and Leonard J. Rosen. A Sequence for Academic Writing. Pearson, 2018.</li> <li>Bailey, Stephens. Academic Writing: A Handbook for International Students. Routledge, 2015.</li> </ul>
<b>Other Materials:</b>	Harvard Business Review articles

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		
<b>Midterm Exam/Midterm Jury</b>	<b>1</b>	<b>30</b>
<b>General Exam / Final Jury</b>	<b>1</b>	<b>40</b>
<b>Total</b>		<b>100</b>
<b>Success Grade Contribution of Semester Studies</b>		<b>50</b>
<b>Success Grade Contribution of End of Term</b>		<b>50</b>
<b>Total</b>		<b>100</b>

ECTS / Workload Table			
Activities	Number	Duration (Hours)	Total Workload
<b>Course hours (Including the exam week): 16 x totalcourse hours)</b>	16	3	48
Laboratory			
Application			
Course-Specific Internship (if any)			
Field Study			
<b>Study Time Out of Class</b>	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
<b>Total Workload</b>	<b>(91/30 = 3,03)</b>		<b>91</b>

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	
<b>1</b>	Know the basic concepts and practical information about the science of business administration and core business activities							
<b>2</b>	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							
<b>3</b>	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							
<b>4</b>	Carry out independent studies in the field by utilizing obtained knowledge and skills	X	X	X	X	X	X	<b>5</b>
<b>5</b>	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							

<b>6</b>	Acquire the skill to manage activities aimed at the improvement of the employees as a leader, make decisions and implement them							
<b>7</b>	Acquire the entrepreneurship skill; design and manage a business; promote innovativeness and sustainability							
<b>8</b>	Maintain life-long learning activities; achieve self-improvement; follow higher level educational programs							
<b>9</b>	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							
<b>10</b>	Use the information and communication technologies and computer software required by the field							
<b>11</b>	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	<b>5</b>
<b>12</b>	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							
<b>13</b>	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							
<b>14</b>	Give research proposals, be able to design research studies, prepare and present research reports							
<b>15</b>	Manage work time and personal time; fulfil the requirements of his/her duties on time							
<b>16</b>	Have the competence to work in non-governmental organizations, private sector and public entities							

Total Effect	10
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Policies and Procedures
<b>Web page:</b> <a href="https://www.ostimteknik.edu.tr/business-administration-1240/907">https://www.ostimteknik.edu.tr/business-administration-1240/907</a>
<b>Exams:</b> 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.
<b>Assignments:</b> 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.
<b>Missed exams:</b> Any student missing an exam needs to bring an official medical report to be able to take a make-up exam.
<b>Projects:</b> A group project with teamwork is welcome.
<b>Attendance:</b> 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.
<b>Objections:</b> 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.