

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

<b>ENG 221 English Writing Skills</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>
English Writing Skills	ENG 221	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 give students a detailed understanding of Academic Writing in English. By thoroughly focusing on two main subjects throughout the semester; Essay Writing and Theses Writing, students will learn how to put their ideas and thoughts on paper correctly. In order to ensure active learning, students will be obliged to complete four distant and one in-class writing assignment. Interactive methods will be used to educate students on writing for academic purposes.</p>

<b>Learning Outcomes</b>
<p>Students who successfully complete this course are expected to...</p> <ul style="list-style-type: none"> <li>• Be able to recognize different types of Emails used in the business world</li> <li>• Be able to write Emails, using formal English</li> <li>• Recognize and understand academic English</li> <li>• Differentiate and utilize formal and informal English</li> <li>• Write well developed Essays</li> <li>• Be able to write a well-thought-of Term Paper or Theses</li> <li>• Be able to recognize and use MLA and APA writing formats</li> </ul>

<b>Course Outline</b>
<p>The objectives of this course are: Developing the skills of reading, comprehending, evaluating, interpreting and writing English. Besides, developing technical terms and vocabulary in English and providing awareness about reliable sources. Expanding students' knowledge of a particular subject with suitable for academic life awareness of ethical norms of research.</p>

Weekly Topics and Related Preparation Studies		
Weeks	Topics	Preparation Studies
1	Introduction: Course objectives Formal & Informal English Business E-mail	<ul style="list-style-type: none"> <li>– <i>A Brief Guide to Academic Writing</i> (pg.5)</li> <li>– Business Email &amp; Formality-Informality Powerpoint Presentation</li> </ul>
2	Inquiry & Reply E mail Offer , Claim & Receipt Emails <b>TASK 1: Writing a Business Email</b>	<ul style="list-style-type: none"> <li>– Inquiry &amp; Reply , Offer , Claim &amp; Receipt Emails Powerpoint Presentations</li> </ul>
3	SOP - Application Letter – Motivation Letter CV Writing <b>TASK 2: Writing a Motivation Letter</b>	<ul style="list-style-type: none"> <li>– <i>A Brief Guide to Academic Writing</i> (pg.10)</li> <li>– SOP Powerpoint Presentation</li> <li>– Preparing CV / Resume Powerpoint presentation</li> </ul>
4	Essay Writing <ul style="list-style-type: none"> <li>- Purpose of an Essay</li> <li>- Form of an Essay</li> <li>- Stages of Essay Writing</li> <li>- Pre-writing &amp; Topic choice &amp; Drafting</li> </ul>	<ul style="list-style-type: none"> <li>– <i>A Brief Guide to Academic Writing</i> (pg.12)</li> </ul>
5	Essay Writing <ul style="list-style-type: none"> <li>- Structure of a Paragraph</li> <li>- Writing a Paragraph Together</li> </ul>	<ul style="list-style-type: none"> <li>– <i>A Brief Guide to Academic Writing</i> (p.15-17)</li> <li>– Rules for Writers (pg.50-68)</li> </ul>
6	Essay Writing <ul style="list-style-type: none"> <li>- Structure of a Paragraph</li> </ul> <b>TASK 3: Writing a Paragraph</b>	<ul style="list-style-type: none"> <li>– <i>A Brief Guide to Academic Writing</i> (p.15-17)</li> <li>–</li> <li>– <i>Rules for Writers</i> (pg.50-68)</li> </ul>
7	Essay Writing <ul style="list-style-type: none"> <li>- Structure of an Essay (Thesis Statement, Introductory Paragraph, Body Paragraphs, Conclusion)</li> </ul>	<ul style="list-style-type: none"> <li>– <i>A Brief Guide to Academic Writing</i> (pg.17- 21)</li> </ul>

8	Essay Writing - Unity, Coherence and Cohesion	– <i>A Brief Guide to Academic Writing (pg.21- 23)</i>
9	Essay Writing - Types of Essays ( Descriptive Essay, Narrative Essay, Argumentative Essay )	– A Brief Guide to Academic Writing (pg. 24-33)
10	Essay Writing - Types of Essays ( Discursive Essay, Comparison and Contrast Essay) - <b>TASK 4: Writing an Essay</b>	– A Brief Guide to Academic Writing (pg.33- 39)
11	Term Papers and Theses - Structure and form of Term Papers - Using Published Sources - Introduction to APA and MLA styles	– A Brief Guide to Academic Writing (pg. 41-51)
12	Term Papers and Theses - Reading Actively - Summarize to Demonstrate Your Understanding - Note Taking	– <i>Rules for Writers (pg.70-77)</i> – A Brief Guide to Academic Writing (pg. 52)
13	Term Papers and Theses - Constructing Reasonable Arguments	– Rules for Writers (pg. 84- 91)
14	Grammar of a Theses - Use of Passive Voice - Balance Parallel Ideas	– Rules for Writers (pg. 112- 119)
<b>15</b>	<b>TASK 5: Writing the Final Essay</b>	
<b>16</b>	<b>Exam Week</b>	

**Textbook(s)/References/Materials:**

**Textbooks:**

- Rules for Writers – Diana Hacker & Nancy Sommers
- A Brief Guide to Academic Writing – Csölle Anita & Kormos Judith

- Powerpoint Presentations

Assessment		
Studies	Number	Contribution margin (%)
Task 1 (writing assignment)	Midterm	10
Task 2 (writing assignment)	Midterm	10
Task 3 (writing assignment)	Midterm	10
Task 4 (writing assignment)	Midterm	30
Task 5 (writing assignment)	Final	40
	<b>Total</b>	<b>100</b>
<b>Success Grade Contribution of Semester Studies</b>		<b>60</b>
<b>Success Grade Contribution of End of Term</b>		<b>40</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 total course 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			
Projects			
Reports			
Homework			
Tasks	5	1	5
<b>Total Workload</b>			<b>65</b>

Course' Contribution Level to Learning Outcomes						
Nu	Learning Outcomes	Contribution Level				
		1	2	3	4	5
L01	Be able to recognize different types of Emails used in the business world,					X
L02	Be able to write Emails, using formal English					X
L03	Recognize and understand academic English					X
L04	Differentiate and utilize formal and informal English					X
L05	Write well developed Essays					X
L06	Be able to write a well-thought-of Term Paper or Theses					X
L07	Be able to recognize and use MLA and APA writing formats					X

<b>Relationship Between Course Learning Outcomes and Program Competencies (Department of Business Administration)</b>									
<b>Nu</b>	<b>Program Competencies</b>	<b>Learning Outcomes</b>							<b>Total Effect (1-5)</b>
		<b>LO1</b>	<b>LO2</b>	<b>LO3</b>	<b>LO4</b>	<b>LO5</b>	<b>LO6</b>	<b>LO7</b>	
<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	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	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								
<b>Total Effect</b>									<b>10</b>

<b>Policies and Procedures</b>
<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.

**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.

