

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

ENG 222 English for Business Life							
Course Name	Course Code	Period	Hours	Application	Laboratory	Credit	ECTS
English for Business Life	ENG 222	1	3	0	0	3	4

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

Course Objective
<p>ENG 222 is designed for the students whose medium of instruction is English. The aim of the course is to augment and brush up the English skills and knowledge of these students to help them perform better in their business lives. Therefore, this course is planned to enhance students' language skills in English in terms of workplace communication skills and help them to activate these skills in their career lives. Students who complete ENG 222 can be successful in business-related environments.</p>

Learning Outcomes
<p>The students who succeeded in this course will be able;</p> <ul style="list-style-type: none"> ▪ to enhance their language skills regarding workplace communication skills, ▪ to gain awareness about manners in business environment, ▪ to develop their 21st century productive skills such as writing e mails regarding business issues, delivering group presentations, preparing business projects. ▪ to plan and organize meetings, ▪ to write apology e mails, ▪ to get familiar with marketing styles and advertising, ▪ to discuss workplace dilemmas and rules, ▪ to develop a project to set up a business, ▪ to present their project both in written and oral form.

Course Outline
<p>In this course, the students are trained to use their learned knowledge and skills in business/professional environment. The emphasis is on how to interact appropriately using formal</p>

vocabulary and register in business-related environments. The students develop their productive skills through group work presentations, discussions, project preparation and raise awareness about meetings. The students get to know how to plan and organize meetings, use suitable language in business-related contexts, develop communicational styles in various cultural settings, apologize for their mistakes, get familiar with marketing styles and advertising, discuss workplace dilemmas and rules, develop a project to set up a business and present the project in oral and written forms and produce business-related documents.

Weekly Topics and Related Preparation Studies		
Weeks	Topics	Preparation Studies
1	Writing CV s.	
2	Writing efficient Cover Letters	
3	Rhetorical Appeals	
4	Writing business related e mails	
5	WMOSA	
6	Business Planning/Business Reports	

7	Embracing emotions at work	
8	Midterm week	
9	Being an opportunity maker	
10	The anti-CEO playbook	
11	Beethoven the Businessman	
12	Managing collective creativity	
13	Good leaders make you feel safe	
14	Building a company people enjoy working for	
15	Delivering efficient oral presentations	
16	Final Exam	

Textbook(s)/References/Materials:

- Input materials
- Business related TED TALKS

Assessment		
Studies	Number	Contribution margin (%)
Continuity		
Lab		
Application		
Field Study		
Course Specific Internship (if any)		
Quizzes/Studio/Critical		
Homework		
Presentation		
Projects		
Report		
Seminar		
Attendance		
Midterm Exams / Midterm Jury	1	35%
General Exam / Final Jury	1	65%
	Total	100%
Success Grade Contribution of Semester Studies		35%
Success Grade Contribution of End of Term		65%
	Total	100%

ECTS / Workload Table			
Activities	Number	Duration (Hours)	Total Workload
Course hours (Including the exam week): 16 x total course hours)	16	3	48
Laboratory			
Application			
Course-Specific Internship (if any)			
Field Study			
Study Time Out of Class	16	2	32
Presentation / Seminar Preparation			
Projects			
Reports			
Homework			
Quizzes / Studio Review			
Preparation Time for Midterm Exams / Midterm Jury	1	20	20
Preparation Period for the Final Exam / General Jury	1	30	30
Total Workload	(130/30=4)		130

Course' Contribution Level to Learning Outcomes						
Nu	Learning Outcomes	Contribution Level				
		1	2	3	4	5
L01	to enhance their language skills regarding work place communication skills					X
L02	to gain awareness about manners in business environment					X
L03	to develop their 21st century productive skills such as writing e mails regarding business issues, delivering group presentations, preparing business projects					X
L04	to plan and organize meetings					
L05	to write apology e mails					X
L06	to get familiar with marketing styles and advertising					X
L07	to discuss workplace dilemmas and rules					X
L08	to develop a project to set up a business					X
L09	to present their project both in written and oral form					

Relationship Between Course Learning Outcomes and Program Competencies (Department of Business Administration)											
Nu	Program Competencies	Learning Outcomes									TotalEffect (1-5)
		LO1	LO2	LO3	LO4	LO5	LO6	LO7	LO8	LO9	
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	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	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

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.