
	ORTAK DERSLER BÖLÜM BAŞKANLIĞI DERS İZLENCE FORMU	Doküman Kodu	
		Revizyon Tarihi	
		Revizyon No	
		Sayfa No	1/4

English For Business Life I				
Course Code	Course Name			Semester
ENG 221	English For Business Life I			FALL <input checked="" type="checkbox"/> SPRING <input type="checkbox"/> SUMMER <input type="checkbox"/>
Course Hours			Credits	ECTS
Theory	Practice	Laboratory	3	3
3	0	0		

Ders Detayları	
Department	Faculty of Economics and Administrative Sciences
Language of Instruction	English
Course Level	BA <input checked="" type="checkbox"/> MA <input type="checkbox"/>
Type of Education	Formal Education <input checked="" type="checkbox"/> Distant <input type="checkbox"/> Hibrit <input type="checkbox"/>
Course Type	Compulsory <input checked="" type="checkbox"/> Elective <input type="checkbox"/>
Course Objectives	With the help of this course, students will be able to communicate effectively in all business settings, including those that are international. They will also be able to employ each language skill effectively in their workplaces.
Course Content	Every two weeks, 1 unit of the course book is completed. Since the course focuses on the development of integrated language abilities, textual, visual, and auditory resources are used to enrich the content.
Teaching and Learning Methods	Lecture <input checked="" type="checkbox"/> Question-Answer <input checked="" type="checkbox"/> Presentation <input type="checkbox"/> Discussion <input type="checkbox"/>
Prerequisite	-
Workplace Situation	-

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		Sayfa No	2/4

**References (Textbooks and Supplementary Materials)
(Author, Title of the Book, Publisher, Year of Publication)**

- Baade.k, Holloway.Ch, Hughes.J, Serivene,2017, **Business Result 2nd edition: OUP**
- **The Write Advice: A guide to Professional/Business writing: University of West Florida**
- Rayl, K. ,2002, **Business Writing: A Roadmap to Better Communications: Bassham, Rayl & Associates, LLC**
- Walley, G., 2012, **The Smart Guide to Business Writing: Gay Walley & Ventus Publishing**
- Watson. J., 2002, **Business Writing Basics: International Self-Counsel Press Ltd.**

Course structure


Mathematic and Basic Sciences	<input type="checkbox"/>		Educational Sciences	<input type="checkbox"/>
Engineering Sciences	<input type="checkbox"/>		Sciences	<input type="checkbox"/>
Engineering Design	<input type="checkbox"/>		Health Sciences	<input type="checkbox"/>
Social Sciences	<input checked="" type="checkbox"/>		Field Knowledge	<input type="checkbox"/>

Haftalık Çizelge

No	Topics	Documents/Notes
1 15-19 Sep.	-Introduction: What is Business English? -Syllabus overview -Describing Cross-cultural	<ul style="list-style-type: none"> • Lecture notes • <i>Introduction to Business Result Unit 1</i>
2 22-26 Sep.	-Connections-p:6,7,8 - Business email writing	<ul style="list-style-type: none"> • <i>Business Result Unit 1 (half)</i> • The Write Advice: A guide to Professional/Business writing: University of West Florida • Rayl, K. ,2002, Business Writing: A Roadmap to Better Communications: Bassham, Rayl & Associates, LLC • Walley, G., 2012, The Smart Guide to Business Writing: Gay Walley & Ventus Publishing • Watson. J., 2002, Business Writing Basics: International Self-Counsel Press Ltd.
3 29 Sep.- 3 Oct.	-Working in Multinational teams.- <i>Talking point Connections-p:9,10,11</i> - Introducing Yourself to a Group- <i>Practically speaking</i> - Business email writing	<ul style="list-style-type: none"> • <i>Business Result Unit 1 (second half)</i> • The Write Advice: A guide to Professional/Business writing: University of West Florida • Rayl, K. ,2002, Business Writing: A Roadmap to Better Communications: Bassham, Rayl & Associates, LLC • Walley, G., 2012, The Smart Guide to Business Writing: Gay Walley & Ventus Publishing • Watson. J., 2002, Business Writing Basics: International Self-Counsel Press Ltd.
4 6-10 Oct.	-Comparing Career Paths- Working with words -Managing the Discussion/Sharing the The “gig economy”	<ul style="list-style-type: none"> • <i>Business Result Unit 2(half)</i> • Careers-14,15,16,17,18 • Talking about future of careers

5 13-17 Oct.	-Discussing Working Progresses -Working with words - Business email writing	<ul style="list-style-type: none"> ● <i>Business Result</i> Unit 3:Change-22,23,24,25 ● The Write Advice: A guide to Professional/Business writing: University of West Florida ● Rayl, K. ,2002, Business Writing: A Roadmap to Better Communications: Bassham, Rayl & Associates, LLC ● Walley, G., 2012, The Smart Guide to Business Writing: Gay Walley & Ventus Publishing ● Watson. J., 2002, Business Writing Basics: International Self-Counsel Press Ltd.
6 20-24 Oct.	-A review of Unit 3 -Writing a Business Proposal and details	<ul style="list-style-type: none"> ● <i>Business Result</i> Unit 3:Change-22,23,24,25 ● The Write Advice: A guide to Professional/Business writing: University of West Florida ● Rayl, K. ,2002, Business Writing: A Roadmap to Better Communications: Bassham, Rayl & Associates, LLC ● Walley, G., 2012, The Smart Guide to Business Writing: Gay Walley & Ventus Publishing ● Watson. J., 2002, Business Writing Basics: International Self-Counsel Press Ltd.
7 27-31 Oct.	-Handling a Corporate Crisis- <i>Working with words</i> -Taking Part in a Teleconference- <i>Business communication</i> - Writing a Business Proposal and details	<ul style="list-style-type: none"> ● <i>Business Result</i> Unit 4 :Risk-30,31,32,33,34
8 3-7 Nov.	-Establishing Rapport- <i>Practically speaking</i> -Planning for the Olympics- <i>Talking point.</i> - Writing a Business Proposal and details Writing a Business Proposal and details	<ul style="list-style-type: none"> ● <i>Business Result</i> Unit 4 :Risk-35,36,37 ● The Write Advice: A guide to Professional/Business writing: University of West Florida ● Rayl, K. ,2002, Business Writing: A Roadmap to Better Communications: Bassham, Rayl & Associates, LLC ● Walley, G., 2012, The Smart Guide to Business Writing: Gay Walley & Ventus Publishing ● Watson. J., 2002, Business Writing Basics: International Self-Counsel Press Ltd.
9 10-14 Nov.	MIDTERM WEEK/NO CLASS	<ul style="list-style-type: none"> ● MIDTERM WEEK/NO CLASS
10 17-21 Nov.	-Exploring Team Relationships- <i>Working with words</i> -Dealing with Conflict- <i>Business communication</i> Adding Emphasis- <i>Language at work</i>	<ul style="list-style-type: none"> ● <i>Business Result</i> Unit 5 :Teamwork-38,39,40,41

11 24-28 Nov.	-Adding Emphasis- <i>Language at work</i> -Responding to Feedback- <i>Practically speaking</i> Problem-Solving in a Team- <i>Talking point</i> -Report writing (basic format):1	<ul style="list-style-type: none"> ● <i>Business Result</i> Unit 5 :Teamwork- 41,42,43,44,45 ● The Write Advice: A guide to Professional/Business writing: University of West Florida ● Rayl, K. ,2002, Business Writing: A Roadmap to Better Communications: Bassham, Rayl & Associates, LLC ● Walley, G., 2012, The Smart Guide to Business Writing: Gay Walley & Ventus Publishing ● Watson. J., 2002, Business Writing Basics: International Self- Counsel Press Ltd.
12 1-5 Dec.	- Report writing (basic format):2	<ul style="list-style-type: none"> ● The Write Advice: A guide to Professional/Business writing: University of West Florida ● Rayl, K. ,2002, Business Writing: A Roadmap to Better Communications: Bassham, Rayl & Associates, LLC ● Walley, G., 2012, The Smart Guide to Business Writing: Gay Walley & Ventus Publishing ● Watson. J., 2002, Business Writing Basics: International Self- Counsel Press Ltd.
13 8-12 Dec.	Writing	Writing
14 15-19 Dec.	-Revision of the term -Final task introduction -Discussion about the term -Farewell	
15	Final exam	Final exam
16	-	-

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Evaluation Criteria		
Yarıyıl Çalışmaları	Number	Contribution Rate (%)
Attendance	1	-
Laboratory	-	-
Practice	-	-
Field Work	-	-
Course-Specific Workplace Training	-	-
Quizzes/Studio/Critique	-	-
Assignment		
Presentation		
Projects		
Report		
Seminar		
Midterm Exams/Midterm Jury	1	%40
Final Exam/Final Jury/Submission	1	%60
Total		%100
Contribution of Midterm Work to Success Grade		
Contribution of Final Work to Success Grade		
Total		%100

ECTS /Workload Table			
Activities	Number	Duration (Hours)	Total Workload (Hours)
Lecture Hours	16	3	48
Laboratory			
Practice			
Field Work			
Course-Specific Workplace Training			
Out-of-Class Study Time			
Quizzes/Studio/Critique			
Assignment			
Presentation / Seminar preparation			
Projects			
Report			
Midterm Exams & Midterm Exams preparation	1	12	12
Final Exam & Final Exam preparation	1	15	15
Total Workload			75
Total Workload / 25			3
ECTS Credits			3

Course Learning Outcomes

No	Students who successfully complete this course are expected to;
1.	gain familiarity with multicultural workplace environments and communication within multicultural business atmosphere
2.	read and understand business-related English texts
3.	use communication skills necessary for effective business communication
4.	discuss/share ideas and avoid conflict and add emphasis in negotiation
5.	talk about careers and organizational change & discuss innovative ideas

Contribution of Course Learning Outcomes to Program Learning Outcomes																	
Contribution Level: 1: Very Low, 2: Low, 3: Moderate, 4: High, 5: Very High																	
	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11	P12	P13	P14	P15	P16	Total
O1																	
O2																	
O3																	
O4																	
O5																	
Total																	