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

<b>English For Business Life II</b>				
Course Code	Course Name			Semester
ENG 222	<b>English For Business Life II</b>			FALL <input type="checkbox"/> SPRING <input checked="" type="checkbox"/> SUMMER <input type="checkbox"/>
Course Hours			Credits	ECTS
Theory	Practice	Laboratory	3	3
3	0	0		

<b>Course Details</b>	
<b>Department</b>	Faculty of Economics and Administrative Sciences
<b>Language of Instruction</b>	English
<b>Ders Düzeyi</b>	BA <input checked="" type="checkbox"/> MA <input type="checkbox"/>
<b>Type of Education</b>	Formal Education <input checked="" type="checkbox"/> Distant <input type="checkbox"/> Hibrit <input type="checkbox"/>
<b>Course Type</b>	Compulsory <input checked="" type="checkbox"/> Elective <input type="checkbox"/>
<b>Course Objectives</b>	<p>This course aims to improve students' ability to communicate in English in a wide range of business situations. The course will develop the communication skills students need to succeed in business and will enlarge their knowledge of the business world. Everybody studying this course will become more fluent and confident in using the language of business and should increase their career prospects.</p>
<b>Course Content</b>	<p>Every week, 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. And also students will learn how to manage delivering a professional problem–solution presentation in English.</p>
<b>Teaching and Learning Methods</b>	Lecture <input checked="" type="checkbox"/> Question-Answer <input checked="" type="checkbox"/> Presentation <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/>
<b>Prerequisite</b>	-
<b>Workplace Situation</b>	-

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		Revizyon No	
		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 2<sup>nd</sup> edition: OUP**
- Ivey, A., 2010, **Perfect presentation:How you can master the Art of Successful Presenting.**Andrew Ivey &Ventus Publishing APS
- Weeks,M. 2019, **Presentation Skills Techniques:** Nagoya University

**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"/>

**Weekly Schedule**

No	Topics	Documents/Notes
1 2-6 Feb.	<ul style="list-style-type: none"> <li>• Introduction to course &amp; materials</li> <li>• Syllabus overview</li> </ul>	<ul style="list-style-type: none"> <li>• Lecture notes</li> <li>• <i>Introduction to Business Result</i> Unit 6</li> </ul>
2 9-13 Feb.	<ul style="list-style-type: none"> <li>• Progress</li> <li>• Discussing factors for success</li> <li>• Discuss inovation</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Business Result</i> Unit6</li> <li>• p. 46-53</li> </ul>
3 16-20 Feb.	<ul style="list-style-type: none"> <li>• Learning</li> <li>• Talking about training and learning</li> <li>• Express Dissatisfaction</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Business Result</i> Unit 7</li> <li>• p. 54-61</li> </ul>
4 23-27 Feb.	<ul style="list-style-type: none"> <li>• Performance</li> <li>• Employer-Employee expectations</li> <li>• Dealing with questions</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Business Result</i> Unit 8</li> <li>• p. 62-69</li> </ul>
5 2-6 Mar.	<ul style="list-style-type: none"> <li>• Resources</li> <li>• Corporated Social Responsibility</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Business Result</i> Unit 9</li> <li>• p. 74-77</li> </ul>
6 9-13 Mar.	<ul style="list-style-type: none"> <li>• Leadership</li> <li>• Leadership styles</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Business Result</i> Unit 10</li> <li>• p.78-81</li> </ul>
7 16-20 Mar.	<ul style="list-style-type: none"> <li>• Values</li> <li>• Reach an agreement</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Business Result</i> Unit 11</li> <li>• p.86-89</li> </ul>



8 23-27 Mar.	<b>MIDTERM WEEK/ NO CLASS</b>	<b>• MIDTERM WEEK/NO CLASS</b>
9 30 Mar.- 3 Apr.	<ul style="list-style-type: none"><li>• Persuasion</li><li>• Persuasion and influence</li><li>• Sell an idea</li></ul>	<ul style="list-style-type: none"><li>• <i>Business Result</i> Unit 12</li><li>• p. 94-97</li></ul>
10 6-10 Apr.	<ul style="list-style-type: none"><li>• Learn how to prepare your presentation</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>
11 13-17 Apr.	<ul style="list-style-type: none"><li>•</li></ul>	
12 20-24 Apr.		<ul style="list-style-type: none"><li>•</li></ul>
13 27 Apr.- 1 May.		<ul style="list-style-type: none"><li>•</li></ul>
14 4-8 May	<ul style="list-style-type: none"><li>• Revision of the term</li><li>• Final task introduction</li><li>• Discussion about the term</li><li>• Farewell</li></ul>	
15	Final exam	Final exam
16	-	-

 <b>OSTİM TEKNİK ÜNİVERSİTESİ</b> A N K A R A	<b>ORTAK DERSLER BÖLÜM BAŞKANLIĞI DERS İZLENCE FORMU</b>	Doküman Kodu	
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		Revizyon No	
		Sayfa No	4/4

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

<b>ECTS /Workload Table</b>			
<b>Activities</b>	<b>Number</b>	<b>Duration (Hours)</b>	<b>Total Workload (Hours)</b>
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
<b>Total Workload</b>			<b>75</b>
<b>Total Workload / 25</b>			<b>3</b>
<b>ECTS Credits</b>			<b>3</b>

**Course Learning Outcomes**

No	Students who successfully complete this course are expected to;
1.	Communicate professionally in business contexts
2.	Use appropriate vocabulary and functional language in meetings, negotiations, and presentations
3.	Analyze real-world business and economic problems
4.	Propose realistic, well-structured solutions
5.	Deliver professional problem–solution presentations in English

**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
<b>01</b>																	
<b>02</b>																	
<b>03</b>																	
<b>04</b>																	
<b>05</b>																	
<b>Total</b>																	