Course Syllabus

Code - Course Title	**SEK243 - Business English I**
Course Type	III. SEMESTER
Laboratory + Practice	3+0
ECTS	**3.0**
Language of Instruction	İngilizce
Course Type	Required Courses
Course Instructor(s)	ÖĞR. GÖR. METE ÖZÇELİK

Mode of Delivery	Face to face training
Prerequisites	To be successful in the General English course
Courses Recomended	None
Recommended Resources	Required Reading: Öğr. Gör. Güven Özal (2020) Mesleki İngilizce (Business English), Seçkin Yayıncılık; A. Ashley (2008) İngilizce Ticari Yazışma El Kitabı, Oxford University Press.
Work Placement	None

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Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1		Introduction to effective basic business communication	
Week - 2		Phone calls: learning common patterns and dealing with client contacts	
Week - 3		Messages and appointments	
Week - 4		Understanding conversations and Welcoming guests	
Week - 5		Making contact and Dealing with problems	
Week - 6		Hotel, restaurant and flight reservations	
Week - 7		Orders, Banking and Finance	
Week - 8		Asking and describing contact information; Giving and receiving instructions	
Week - 9		Self-acquaintance, introduction and Non-verbal Communication	
Week - 10		Meetings and Business presentations development	
Week - 11		Organization in presentation and speech; Informational presentations	
Week - 12		Business presentation practices and Interpersonal Business communication	
Week - 13		Intercultural and International Business communication, Group communication, Teamwork and Leadership	

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Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 14		Practices	

Learning Outcomes

#	Learning Outcome
1	It is aimed to learn the basic structures and concepts of English communication in the workplace.
2	Business-related purchasing, reservation and financial affairs can be carried out.
3	This course improves their ability to speak English and prepare presentations in meetings.
4	Understands the importance of speaking English in areas such as intercultural and international business communication, group communication, teamwork and leadership.

Sustainable Development Goals

No content has been provided.

Course Theme

No content has been provided.

AKTS Workload

Activity	Duration (Hour)	Count	Workload
Teorik Derse Katılım	0	0	0
Sınıf Dışı Çalışma (Ön Hazırlık & Pekiştirme Amaçlı)	0	0	0
Ödevler	0	0	0
Proje - Rapor - Sunum Hazırlama	0	0	0
Ara Sınav Hazırlığı (sınav süresi dahil)	0	0	0
Final Sınavı Hazırlığı (sınav süresi dahil)	0	0	0
Uygulama (Laboratuvar, Müzik/Enstrüman Uygulaması, Atölye/Saha Çalışması vb.)	0	0	0
Staj Uygulaması	0	0	0
		Calculated ECTS	**0**

Assessment Method and Passing Requirements

No content has been provided.

Assessment Method and Passing Requirements	Quamtity	Percentage (%)
1.Midterm Exam	1	40
Final Exam	1	60
	Sum (%)	**100**