Course Syllabus

Code - Course Title	**SEK244 - Business English II**
Course Type	IV. SEMESTER
Laboratory + Practice	3+0
ECTS	**3.0**
Language of Instruction	İngilizce
Course Type	Required Courses
Course Instructor(s)	ÖĞR. GÖR. DR. MUSTAFA GÜLTEKİN

Mode of Delivery	Face to face training
Prerequisites	To be successful in Business English I.
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 business correspondence	
Week - 2		English writing preparation and writing	
Week - 3		Reviewing and presenting the manuscript; Getting and doing feedback on the writing process	
Week - 4		English business writing practices I	
Week - 5		Introduction to English business writing types and features	
Week - 6		Letters of Sale, Request, Invitation, Expansion, Celebration, Resignation	
Week - 7		Resume writing, Acknowledgment and Condolence letter, Verification and Reply letter	
Week - 8		Complaint letter, Appointment letter, Reservation letter, Acceptance and Rejection letters, Confirmation letter	
Week - 9		Recommendation request letter, Recommendation, Reference, Memorandum writing	
Week - 10		English letter practices II	
Week - 11		Basic English-Turkish translation principles and examples	
Week - 12		Vocabulary and grammar practices	
Week - 13		Business terms and composition practices and translating	

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Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 14		General review and Practices	

Learning Outcomes

#	Learning Outcome
1	Develops the Formal and informal writing skills in English language.
2	Makes to learn the types of letters in English and their writing.
3	Helps to understand basic knowledge of English-Turkish translation

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.