Course Syllabus

Code - Course Title	**EMY228 - Professional 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. ESRA PİREN

Mode of Delivery	The mode of delivery of this course is Face to face
Prerequisites	There is no prerequisite or co-requisite for this course.
Courses Recomended	There is no recommended optional programme component for this course.
Recommended Resources	Professional English Seçkin Publishing
Work Placement	Not Applicable

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1		Effective Business Correspondence	
Week - 2		Writing, Writing, Reviewing and presenting, Feedback in the writing process	
Week - 3		Business Writing Practices	
Week - 4		Types and features of business writing in English	
Week - 5		Sales, Request, Invitation, Resignation, Congratulation, Letters of resignation	
Week - 6		Resume writing	
Week - 7		Acknowledgment, Condolence letter, Confirmation, Reply letter, Complaint letter	
Week - 8		Reservation letter, Acceptance and rejection letters	
Week - 9		Acceptance and rejection letters, Approval letter	
Week - 10		Recommendation letter, Advice, Reference , Memorandum	
Week - 11		Principles of Basic English-Turkish Translation	
Week - 12		Turkish-English Translation	
Week - 13		Vocabulary, Business terms and composition	
Week - 14		Basic grammar, Comparative grammar	

Learning Outcomes

#	Learning Outcome
1	Students who take this course will be able to carry out English correspondence and verbal communication with customers and official institutions, which are necessary for them in the real estate profession.

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.