## Course Syllabus

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| **Code - Course Title** | **AMT204 - Note-Taking Techniques** |
| **Course Type** | IV. SEMESTER |
| **Laboratory + Practice** | 2+0 |
| **ECTS** | **3.0** |
| **Language of Instruction** | Arapça |
| **Course Type** | Required Courses |
| **Course Instructor(s)** | ÖĞR. GÖR. DR. RAHMETULLAH UZUN |

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| **Mode of Delivery** | The mode of delivery of this course is face-to-face. |
| **Place of Delivery** | On Campus |
| **Used Educational Platforms** | 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** | Gillies, Andrew. Note-Taking for Consecutive Interpreting: A Short Guide, Routledge. |
| **Work Placement** | There is no internship for this course. |
| **Aims of the Course** | To equip students with core note-taking principles essential for consecutive interpreting and academic listening to ensure fast, accurate, and comprehensive information retrieval; and to reinforce short-term memory through hands-on practice in symbolization, abbreviation, vertical structuring, and visual layout. |

## Course Syllabus

| Weeks | Learning Outcomes | Topics | Teaching Methods |
|---|---|---|---|
| **Week - 1** | | Introduction: Importance of note-taking in interpreting and listening–comprehension | |
| **Week - 2** | | Introduction to note-taking techniques: key concepts and methods | |
| **Week - 3** | | Use of abbreviations, symbols, and visual signs | |
| **Week - 4** | | Distinguishing main ideas from details and creating information hierarchy | |
| **Week - 5** | | Taking notes during oral presentations; Interpreting emphasis, intonation, and repetition in Arabic speeches | |
| **Week - 6** | | Concentration and memory-supported note-taking techniques during listening | |
| **Week - 7** | | Midterm Exam | |
| **Week - 8** | | Note-taking practice with different speech speeds | |
| **Week - 9** | | Note-taking practice with regional varieties | |
| **Week - 10** | | Techniques for producing accurate and fluent interpreting from notes | |

## Course Syllabus

| Weeks | Learning Outcomes | Topics | Teaching Methods |
|---|---|---|---|
| Week - 11 | | Practice I: Note-taking in short speeches and dialogues | |
| Week - 12 | | Practice II: Note-taking in press releases and interviews | |
| Week - 13 | | Practice III: Simulations with panel discussions and authentic recordings | |
| Week - 14 | | Final Exam | |

## Learning Outcomes

| # | Learning Outcome |
|---|---|
| 1 | Designs a coherent, language-independent, and easily readable system of abbreviations and symbols for tenses, logical connectives, frequent concepts, and entities. |
| 2 | Gain skills in listening comprehension and memory-supported note-taking. |
| 3 | Develop competence in producing translations from notes and analyzing performance. |

## Sustainable Development Goals

✓ Quality Education

## Course Theme

✓ Innovation Skills

## AKTS Workload

| Activity | Duration (Hour) | Count | Workload |
|---|---|---|---|
| Teorik Derse Katılım | 2.00 | 0 | 0 |
| Sınıf Dışı Çalışma (Ön Hazırlık & Pekiştirme Amaçlı) | 0.00 | 0 | 0 |
| Ödevler | 0.00 | 0 | 0 |
| Proje - Rapor - Sunum Hazırlama | 0.00 | 0 | 0 |
| Ara Sınav Hazırlığı (sınav süresi dahil) | 0.00 | 0 | 0 |
| Final Sınavı Hazırlığı (sınav süresi dahil) | 0.00 | 0 | 0 |
| Uygulama (Laboratuvar, Müzik/Enstrüman Uygulaması, Atölye/Saha Çalışması vb.) | 0.00 | 0 | 0 |
| Staj Uygulaması | 0.00 | 0 | 0 |
| | | **Calculated ECTS** | **0.0** |

## Assessment Method and Passing Requirements

✓ Open-Ended Test ✓ Multiple Choice Test ✓ True-False Test ✓ Fill-in-the-Blank Test ✓ Oral Examination