Course Syllabus

Code - Course Title	**ADL102U - Legal Language and Legal Writing**
Course Type	II. SEMESTER
Laboratory + Practice	0+0
ECTS	**5.0**
Language of Instruction	Türkçe
Course Type	Required Courses
Course Instructor(s)	ASSIST. PROF. DR. ÖZLEM YAZAR

Mode of Delivery	Distance Education
Prerequisites	There is no prerequisite or co-requisite for this course.
Recommended Resources	H. GÜLSOY (2012) Hukuk Dili ve Adli Yazışmalar, Ed: E. UZUN (Eskişehir: AÖF Yayınları).Anadolu Üniversitesi e-öğrenme portalındaki dersle ilgili yardımcı kaynaklar: www.eogrenme.anadolu.edu.tr
Work Placement	There is no internship or practice for this course.

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1		The Concept of Legal Parlance and Characteristics of Legal Parlance	
Week - 2		Petitions and the right to information	
Week - 3		Contracts and Notary Public Documents	
Week - 4		Official Correspondence	
Week - 5		Midterm Exam Question Solution 1	
Week - 6		Midterm Exam Question Solution 2	
Week - 7		Midterm Exam	
Week - 8		Minutes in Civil and Criminal Procedure	
Week - 9		Petitions and Printed Papers in Enforcement and Bankruptcy Law	
Week - 10		Legal Correspondence, Invitations, Documents and Announcements	
Week - 11		Judicial Decisions	
Week - 12		Final Exam Question Solution 1	
Week - 13		Final Exam Question Solution 2	
Week - 14		Final Exam	

Learning Outcomes

#	Learning Outcome
1	It will be able to explain the features of legal language, legal language and legal correspondence language.
2	It will be able to explain the concept of petition, general characteristics of the petition and the right to information.
3	It will be able to explain contracts and notary documents
4	It will be able to explain the features and sections of the document in official correspondence.
5	Minutes in civil and criminal procedure can be explained.
6	It will be able to explain the stages in the enforcement and bankruptcy law, the documents issued and the ways of follow-up
7	It will be able to explain legal correspondence, invitations and documents used in forensic correspondence.
8	It will be able to explain judicial decisions and types

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	30
Final Exam	1	70
	Sum (%)	**100**