2017-2018

ENG 311- ADVANCED COMMUNICATION SKILLS

Course Outline

**Instructor:**

**E-mail:**

Course Description

English 311 is a learner-centered, integrated-skills based course designed with the aim of equipping students who are nearing their graduation with the essential skills they need during the process of application and while performing on the job To this end, the course is designed with a theme-based, cyclical and communicative syllabus format, where all four skills of reading, listening, speaking and writing are practiced. The emphasis put on building self-awareness in terms of their skills, interests, personality traits, values as well as social, ethical and cultural topics will help students explore and master the steps taken in the process of entering the domains of “work life” after graduation.

Course Aims & Objectives

English 311 is designed to enhance students’ competence to make successful career plans and explore their skills, values, personalities, interests and future expectations and express them in written and oral forms successfully in academic contexts. Furthermore, the course aims to equip students with on-the-job skills such as socializing, telephoning, meeting, making presentations and writing business e mails. Thus, the course aims to have students practice the skills and build an awareness and realize the importance of the concepts listed below:

Speaking:

* Performing well in an interview
* Presenting information in an organized way
* Asking and answering questions
* Reflecting on an idea
* Taking part in discussions and debates on various topics
* Role Playing

Reading**:**

* Reading for specific information
* Identifying different opinions
* Evaluating different viewpoints
* Making connections between ideas
* Expanding vocabulary & activating passive vocabulary

Listening:

* Listening for specific information
* Note taking

Writing:

* Writing official documents for application:
  + Cover Letter
  + CV
  + Statement of Purpose / Letter of Intent
* Writing paragraphs

Concepts:

**▪** The Corporate / Organizational Culture

**▪** Cultural Differences

**▪** Ethics at the workplace

Course Material

İzgören, M., Mekik, Ç. (2016) *The Compass: Setting sail for successful careers.* Nüans Publishing

Assessment

The distribution of grades out of **100 points** is as follows:

|  |  |
| --- | --- |
| **Classwork**  **Writing:**  paragraphs/e-mails/application form  **Speaking:**  mini presentation: 5 pts.  discussion: 5 pts.  role plays: 10 pts.  **Quiz(es):** | **35 points**  **(5 pts.)**  (**20 pts.)**  **(10 pts.)** |
| **Portfolio**   * CV * Cover Letter * SoP- LoI | **20 points**  → first draft: 3 pts.+final version:3 pts. = Total 6 points  → first draft: 2 pts.+final version:2 pts. = Total 4 points  → first draft: 5 pts.+final version:5 pts = Total 10 points |
| **Oral Exam: Interview**  **(Week 8)** | **20 points** |
| **Final Exam** | **25 points** |

Requirements & Reminders

* Regular attendance and active participation in the course are required. You are allowed a total of **7 hours** **of absences** throughout the semester. You automatically fail with an **“NA” grade** if you do not meet the attendance requirement.
* **You are to submit a portfolio where the first drafts and final versions of all three application documents are included.**
* You need to bring a medical report approved by METU Medical Center in case of your absence at a graded activity.