

ENG 311- ADVANCED COMMUNICATION SKILLS
Course Outline

Instructor:

E-mail:

Virtual office hours:

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 on building self-awareness in terms of 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:

<p><u>Speaking:</u></p> <ul style="list-style-type: none">▪ Engaging in and maintaining conversation in various social situations▪ Performing well in an interview▪ Presenting information in an organized way▪ Asking and answering questions▪ Reflecting on an idea▪ Taking part in discussions on various topics▪ Holding and attending meetings▪ Telephoning <p><u>Listening:</u></p> <ul style="list-style-type: none">▪ Listening/ viewing for specific information & note taking <p><u>Concepts:</u></p> <ul style="list-style-type: none">▪ Corporate / Organizational Culture▪ Cultural Differences & intercultural competence▪ Ethics at the workplace	<p><u>Reading:</u></p> <ul style="list-style-type: none">▪ Reading for specific information▪ Identifying different opinions▪ Evaluating different viewpoints▪ Making connections between ideas <p><u>Language:</u></p> <ul style="list-style-type: none">▪ Expanding vocabulary & activating passive vocabulary▪ Using language concisely and precisely <p><u>Writing:</u></p> <ul style="list-style-type: none">▪ Writing official documents for application: Emails Cover Letter CV Statement of Purpose (SoP)/ Letter of Intent (LoI) Application form
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Course Material

İzğören, 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:

Quizzes (2 tasks) Email writing Application form writing Reflective paragraph Vocabulary quiz	10
Speaking (2-3 tasks) Mini presentation Presentation Discussion /meeting Role play	20
Portfolio CV (10 pts) Cover Letter (10 pts) Statement of Purpose – Letter of Intent (20 pts)	40
Final Exam: Online interview	20
Participation	10

Requirements & Reminders

- You need to bring a medical report in case of your absence at a graded activity.
- If you fail to complete more than 40% of all the graded tasks, you will receive an NA grade.
- **Final Exam: Interview** will be held **online** during the final exam period. You are required to submit the **(1) job ad/ graduate school announcement, (2) CV** and **(3) Cover letter** for the interview. Students with incomplete documents will not be given an interview. **In addition to** electronically submitting your documents, you will need to make an appointment. Further details to be announced later.
- You are expected to take part in tests and assessments honestly. Cheating and plagiarism are serious academic offences and penalized based on MLD plagiarism policy.
- **Information for Students with Disabilities**

Students who experience difficulties due to their disabilities and wish to obtain academic adjustments and/or auxiliary aids must contact ODTU Disability Support Office and/or course instructor and the advisor of students with disabilities at academic departments (for the list:

<http://engelsiz.metu.edu.tr/en/advisor-students-disabilities>) as soon as

possible. For detailed information, please visit the website of Disability Support

Office: <https://engelsiz.metu.edu.tr/en/>