

WRITING TECHNIQUES

1	Course Title:	WRITING TECHNIQUES	
2	Course Code:	OTPS018	
3	Type of Course:	Optional	
4	Level of Course:	Short Cycle	
5	Year of Study:	0	
6	Semester:	0	
7	ECTS Credits Allocated:	3.00	
8	Theoretical (hour/week):	2.00	
9	Practice (hour/week):	0.00	
10	Laboratory (hour/week):	0	
11	Prerequisites:	None	
12	Language:	German	
13	Mode of Delivery:	Face to face	
14	Course Coordinator:	Öğr. Gör. FİKRET CEYLAN	
15	Course Lecturers:		
16	Contact information of the Course Coordinator:	e-posta: fceylan@uludag.edu.tr Tel:0224-2942491	
17	Website:		
18	Objective of the Course:	Students in this course; is aimed to teach the professional correspondence on computer to write, official papers, business papers and special papers, quickly and efficiently.	
19	Contribution of the Course to Professional Development:		
20	Learning Outcomes:		
		1	Open a document from the computer and basic operations
		2	Keyboard keys to related applications
		3	Preparing Content
		4	Fast and efficient to prepare an official letter
		5	Prepare a quick and effective business writing
		6	Fast and efficient to prepare a special writings.
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21	Course Content:		
		Course Content:	
Week	Theoretical	Practice	
1	Operations in word processing program Format text in a word processor document Keyboard function keys		
2	Qualitative features of written correspondence Rules of grammar and spelling correspondence		

3	The process of writing	
4	Types of Correspondence A-Official Letters: Official Scriptures sections (introduction and guidelines)	
5	Official Text Types (Public articles, Petition)	
6	Official Text Types (Report, minutes, power of attorney, notices)	
7	MIDTERM EXAM B-Business Articles: The Writings of Business Segments (introduction and guidelines)	
8	- According to TSE standards, business articles	
9	Types of Business Letter (requesting a letter of Business)	
10	Types of Business Letter (written in various business purposes) - Examples of different writing styles	
11	C-Special Articles: Custom fonts (Times, celebration, condolence articles)	
12	Custom font types (Invitations)	
13	Custom font types (CV)	
14	Writing and sending resumes over the Internet	
22	Textbooks, References and/or Other Materials:	Books prepared for the writing techniques, sample correspondence, audio and visual teaching tools, laws and regulations. Auxiliary Source: Inst.Fikret CEYLAN, Writing Techniques Lecture Notes, 2011
23	Assesment	
TERM LEARNING ACTIVITIES		NUMBER
		WEIGHT
Midterm Exam	1	30.00
Quiz	0	0.00
Home work-project	1	10.00
Final Exam	1	60.00
Total	3	100.00
Contribution of Term (Year) Learning Activities to Success Grade		40.00
Contribution of Final Exam to Success Grade		60.00
Total		100.00
Measurement and Evaluation Techniques Used in the Course		
24	ECTS / WORK LOAD TABLE	

Activites	Number	Duration (hour)	Total Work Load (hour)
Theoretical	14	2.00	28.00
Practicals/Labs	0	0.00	0.00
Self study and preperation	10	1.00	10.00
Homeworks	1	20.00	20.00
Projects	0	0.00	0.00
Field Studies	0	0.00	0.00
Midterm exams	1	10.00	10.00
Others	1	10.00	10.00
Final Exams	1	10.00	10.00
Total Work Load			98.00
Total work load/ 30 hr			2.93
ECTS Credit of the Course			3.00

25	CONTRIBUTION OF LEARNING OUTCOMES TO PROGRAMME QUALIFICATIONS															
	PQ1	PQ2	PQ3	PQ4	PQ5	PQ6	PQ7	PQ8	PQ9	PQ10	PQ11	PQ12	PQ13	PQ14	PQ15	PQ16
ÖK1	3	0	0	0	0	0	0	0	0	0	3	1	0	0	0	0
ÖK2	3	0	0	0	0	0	0	0	0	0	3	1	0	0	0	0
ÖK3	3	0	0	0	0	0	0	0	0	0	2	1	0	0	0	0
ÖK4	3	0	0	0	0	0	0	0	0	0	2	1	0	0	0	0
ÖK5	3	0	0	0	0	0	0	0	0	0	2	1	0	0	0	0
ÖK6	3	0	0	0	0	0	0	0	0	0	2	1	0	0	0	0
LO: Learning Objectives PQ: Program Qualifications																
Contribution Level:	1 very low			2 low			3 Medium			4 High			5 Very High			