

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:	1	
6	Semester:	2	
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. Fikret 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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		10	
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)			
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
Medium Learning Activities		NUMBE	WEIGHT	10.00
Others		1	10.00	10.00
Midterm Exam		1	10.00	10.00
Final Exams		0	0.00	0.00
Quiz		0	0.00	0.00
Total Work Load				98.00
Home work project		1	10.00	10.00
Total work load/ 30 hr				2.93
Final Exam		1	60.00	60.00
ECTS Credit of the Course				3.00
Total		5	100.00	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			

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	5	0	0	0	5	0	3	0	0	0	1	0	0	0	0
ÖK2	3	5	0	0	0	5	0	3	0	0	0	1	0	0	0	0
ÖK3	3	5	0	0	0	3	0	2	0	0	0	1	0	0	0	0
ÖK4	3	5	0	0	0	0	0	2	0	0	0	1	0	0	0	0
ÖK5	3	5	0	0	0	0	0	2	0	0	0	1	0	0	0	0
ÖK6	3	5	0	0	0	0	0	2	0	0	0	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			