

BUSINESS ENGLISH

1	Course Title:	BUSINESS ENGLISH	
2	Course Code:	MAK2084	
3	Type of Course:	Optional	
4	Level of Course:	First Cycle	
5	Year of Study:	2	
6	Semester:	3	
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:	English	
13	Mode of Delivery:	Face to face	
14	Course Coordinator:	Prof. Dr. İLHAMI HORUZ	
15	Course Lecturers:		
16	Contact information of the Course Coordinator:	Tel: 0224 294 1973 e-mail: ilhami@uludag.edu.tr U. Ü. Müh.-Mim. Fak. Makina Böl. BURSA	
17	Website:		
18	Objective of the Course:	The objective of this course is to increase student's speaking and writing abilities for their professional life.	
19	Contribution of the Course to Professional Development:		
20	Learning Outcomes:		
		1	Writing; CV, job application letter, business letters, presentation
		2	Listening and speaking; Practice on business English, dialogs, job applications, job interviews, presentation.
		3	Vocabulary; business English vocabulary.
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21	Course Content:		
		Course Content:	
Week	Theoretical	Practice	
1	Introduction		
2	Business English Vocabulary 1		
3	Business English Vocabulary 2		
4	CV writing : Layout and the necessary information		

5	CV writing : Key points and assessment of a CV	
6	Cover letter writing : Key points and assessment of cover letters	
7	Mid-term Exam	
8	Business Interviews (first meeting, introduction, telephoning, taking and leaving messages and making appointments)	
9	Video Presentations about the Business Interviews (first meeting, introduction, telephoning, taking and leaving messages and making appointments)	
10	Making Better Presentations in English (Steps to Better Presentations Guide)	
11	Role-play activity on business interviews	
12	Role-play activity on business interviews	
13	Role-play activity on business interviews	
14	Role-play activity on business interviews	

22	Textbooks, References and/or Other Materials:	1. Miles, A.D., 17 Steps to Better Presentations Student Notes. 2. http://www.businessenglishsite.com/business-english-grammar-articles1.html 3. Miles, A.D., 100 ways to say it in Business English, Barcelona, 2010. 4. Evans, D., Business English Verbs, Pearson education
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Activites		Number	Duration (hour)	Total Work Load (hour)
Theoretical		Presentations, Barcelona	2.00	28.00
Practicals/Labs		0	0.00	0.00
Self study and preparation		14	2.00	28.00
TERM LEARNING ACTIVITIES		NUMBE	WEIGHT	
Homeworks		1	20.00	20.00
Midterm Exam	1	30.00	0.00	0.00
Field Studies		0	0.00	0.00
Homework project	1	20.00	6.00	6.00
Others		0	0.00	0.00
Total Exams	3	100.00	6.00	6.00
Total Work Load				88.00
Success Grade				2.93
Total work load/ 30 hr				
ECTS Credit of the Course				3.00
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	0	0	0	0	0	0	0	5	5	0	0	0	0	0	0	0
ÖK2	0	0	0	0	0	0	5	5	0	0	0	0	0	0	0	0

ÖK3	0	0	0	0	0	0	0	5	0	0	0	0	0	0	0	0
LO: Learning Objectives PQ: Program Qualifications																
Contrib ution Level:	1 very low		2 low		3 Medium		4 High		5 Very High							