



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Effective Listening and Note-Taking Techniques							
Course Code		SYB141		Couse Level		First Cycle (Bachelor's Degree)			
ECTS Credit	3	Workload	76 ( <i>Hours</i> )	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		To be better adapted to the subject, to miss important points, to take notes, to participate in the subject, to understand the topics better and to be successful							
Course Content		Not paying attention to the subject and ignoring, Negative attitude towards the speaker, Half-listening or pretending to listen, Trying to write down everything told, Passive listening							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, Case Study, Individual Study, Problem Solving					
Name of Lecturer(s)									

### Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

### Recommended or Required Reading

1	Ellen Kisslinger, Michael Rost (2009) Contemporary Topics 2: Academic Listening and Note-Taking Skills, Pearson Education; 3 edition
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Week	Weekly Detailed Course Contents	
1	Theoretical	Does it mean to keep notes and record? Basic information about the recording environment.
2	Theoretical	Note-taking goals, learning objectives, the benefits of taking notes, listening, forgetting.
3	Theoretical	Note-taking methods (Outline method, Cornell method, Mind Map method, flow method) Cornell introduction and application example of the note-taking techniques.
4	Practice	Video and audio applications.
5	Practice	Video and audio applications.
6	Practice	Video and audio applications.
7	Practice	Video and audio applications.
8	Intermediate Exam	Midterm
9	Practice	Video and audio applications.
10	Practice	Video and audio applications.
11	Practice	Video and audio applications.
12	Practice	Video and audio applications.
13	Practice	Video and audio applications.
14	Final Exam	Final Exam.

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	3	1	3	12
Lecture - Practice	12	2	3	60
Assignment	1	1	3	4
Total Workload (Hours)				76
[Total Workload (Hours) / 25*] = ECTS				3
*25 hour workload is accepted as 1 ECTS				

### Learning Outcomes

1	To learn to listen to the people opposite or within the community.
2	To learn to take notes during the lesson.
3	To learn how to make notes about general meetings such as conferences, congresses, workshops.



4	Learn to focus on listening and taking notes in noisy environments.
5	Önemli bilgiye işaret eden ipuçlarına dikkat etmek

#### Programme Outcomes (Sports Management)

1	1. To be able to explain the elements of management and organization and to apply the functions of management in sports organizations
2	2. To be able to understand the interdisciplinary and the multidisciplinary nature of the field of sport management.
3	3. To be able to comprehend the knowledge, skills and values related to the management of the general business areas in addition to sports industry at the top-level.
4	4. To be able to define and explain internal and external factors that shape and influence the sports in our country and the World.
5	5. To be able to comprehend and interpret the technical strategies and the managerial skills of the branch of sports chosen.
6	The skill of creating, applying and interpreting the plans of project and program
7	7. To be able to develop strategies financially for the sports organizations, to evaluate the budgets, the sources of income and the expenses
8	8. To be able to comprehend and interpret how the ethical principles influence the process of financial, marketing and administrative decision-making at the sports organizations
9	9. To be able to know the basic principles and methods of the sports marketing at the national and international level
10	10. To be able to understand the qualitative and quantitative analysis and be able to use them effectively

