



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Turkish Language II							
Course Code		TD104		Couse Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		This course aims to teach students the basic skills of understading and expression, allow reading and analysis of texts, teach the methods of preparing projects and useful methods of preparing essays and presentations and also to allow the students to acquire the ability to correctly use Turkish in terms of language- thought in written and verbal expressions.							
Course Content		Types and features of written and verbal expressions, presentations of their samples, problems with expression and sentence structure in Turkish.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Individual Study					
Name of Lecturer(s)									

### Prerequisites & Co-requisities

Co-requisitie	TD103
Equivalent Course	TD102

### Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Final Examination	1	100

### Recommended or Required Reading

1	Prof. Dr. Güler Gülsevin, Doç. Dr. Erdoğan Boz, Türk Dili ve Kompozisyon I-II , Tablet Yayınları, Konya 2006.
2	Süer Eker, Çağdaş Türk Dili, Grafiker Yayınları, İstanbul, 2006
3	Prof. Dr. Muharrem Ergin, Türk Dil Bilgisi, Bayrak Yayınları, İstanbul, 2006
4	Yazım Kılavuzu TDK Yayınları, Ankara 2008.

Week	Weekly Detailed Course Contents	
1	Theoretical	Diction communication, communication items and types, elements preventing communication, basic concepts and terms related to speech.
2	Theoretical	Physical elements and practical studies that enable voice to be formed
3	Theoretical	Breathing training and breath control, practical exercises. Emphasis, intonation, stop, intersection, melody.
4	Theoretical	Psychological, psychological, social and cultural elements and practical studies that enable voice to be formed
5	Practice	Features that need to be found in the speaker. Other concepts related to speech. Use of the body in conversation, nonverbal communication. Look, eye contact, face expression.
6	Theoretical	Use of the body in conversation, nonverbal communication and applied studies. Touch, walk, interpersonal distance.
7	Theoretical	Use of the body in conversation, nonverbal communication and applied studies. Impression, persuasion.
8	Theoretical	Speak unprepared. Applied studies. In the phone, in the community, in the first encounter.
9	Theoretical	Speak unprepared. Applied studies. Magazines, newspapers, short films, advertisements, etc. expressing personal feelings and thoughts on it.



10	Theoretical	Speak unprepared. Applied studies. Appropriate speech applications will be made to the faculty or the contents of the sections. For example, patientdoctor relationship in the medical faculty, worker engineer-based applications in engineering will be processed.
11	Theoretical	Prepared talk. Applied studies. Impromptu Speech Practices (photos, cartoons, posters, advertisements, posters, etc.) - telling personal feelings and thoughts on the move.
12	Theoretical	Prepared Speaking Practices (Speech, Declaim, Speaking Before the Community, Debate)
13	Theoretical	Prepared talk. Applied studies. (Open Session, Forum, Panel)
14	Theoretical	Prepared talk. Applied studies. (SymposiumColloquium.)
15	Theoretical	Final exam

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	1	6	1	7
Individual Work	2	2	2	8
Final Examination	1	6	1	7
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2

\*25 hour workload is accepted as 1 ECTS

### Learning Outcomes

1	To be able to obtain general information about essays and skills of planning to be used in essay writing
2	To be able to use words and word groups in an effective way in written and verbal expressions
3	To be able to understand the importance of correct word order in Turkish
4	To be able to apply problem-solving methods to chosen sentences and pieces from works of literature and books
5	To be able to learn the defining characteristics of literature and distinguish the similarities and differences of these types
6	To gain the ability to use Turkish as a tool for written and verbal expressions
7	To learn that Turkish is one of the world's important languages and examples of important literary works in this language
8	To allow active participation in their educational period by giving responsibility

### Programme Outcomes (Medical Documentation and Secretarial Practices )

1	Write and pronounce medical terms correctly.
2	Collect data of medical statistics and report the results periodically after analyzing them scientifically.
3	Learn basic structure of human body and important system diseases.
4	Know principles and rules of medical secretaryship. Protect patients' rights and privacy.
5	Use Turkish and body language in a correct and effective way.
6	Run internal and external correspondence of the foundation, keep the files of the documents after classification, organize them and archive in line with filing techniques.
7	Establish verbal and written communication inside the foundation and out of foundation.
8	Make the coding procedure of diseases and health problems according to existing international classification systems.
9	Run the counseling services for patients and their relatives.
10	Solve the problems that are encountered in work life quickly and effectively.
11	Use the necessary equipment for professional practices such as computer and office devices effectively.
12	Improve professional knowledge and skills continuously.
13	Executes any patient registration-documentation processes
14	Makes archiving operations
15	Prepares medical documents
16	Knows Turkish history and Atatürk's revolutions.
17	Adapt to team work in application areas.
18	Knows and defines diseases.



19	Have general information about the world and biological formations.
20	English speaking writer

**Contribution of Learning Outcomes to Programme Outcomes** 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

	L1	L2	L3	L4	L5	L6	L7	L8
P5	5	5	5	5	5	5	5	5
P6	4	4	4	4	4	4	4	4
P7	5	5	5	5	5	5	5	5
P10	3	3	3	3	3	3	3	3
P11	3	3	3	3	3	3	3	3
P12	3	3	3	3	3	3	3	3

