



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Professional Writing Techniques							
Course Code		İDT258		Couse Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		In this course the student will implement the methods used in foreign trade terms and correspondence.							
Course Content		Rules of business correspondence, correspondence methods and terms used in foreign trade							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, Discussion, Case Study					
Name of Lecturer(s)		Ins. Osman DORU							

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Mesleki Yazışma Teknikleri, Hasan Tutar
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Week	Weekly Detailed Course Contents	
1	Theoretical	The basic principles in commercial correspondence
2	Theoretical	Basic Commercial Words and Sentences
3	Theoretical	Figure in Terms of Business Letters Expression And Departments
4	Theoretical	Writing Business Letters
5	Theoretical	Text Regulation and Phone Calls
6	Theoretical	English Writing Techniques in the Internet Environment
7	Theoretical	International Commercial Abbreviations
8	Theoretical	Delivery and Payment-Regarding Acronyms
9	Theoretical	Foreign Trade Documents Regarding Acronyms
10	Theoretical	Terms and Clerical Methods in Foreign Trade
11	Theoretical	Banking Terms and Correspondence
12	Theoretical	Correspondence on paying by letter of credit
13	Theoretical	Correspondence on paying by Cash against goods
14	Theoretical	Other forms of payment related correspondence

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	1	0	8	8
Reading	1	0	8	8
Midterm Examination	1	0	2	2
Final Examination	1	0	4	4
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Implement the Code of Commercial Correspondence
2	Foreign Trade Correspondence to apply the methods and terms used
3	To comprehend basic business words
4	To understand commercial document abbreviations



5	Writing a business letter
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Programme Outcomes (Logistics)

1	Understanding of the basics needed for the mobility of production and consumption ware
2	Give storage and inventory management decisions
3	To decide about types of transportation and handling equipment to be used to decide
4	Logistics information systems take advantage of the process of realization of activities
5	Be the judge national and international legislation regulating the field of logistics
6	Administration, management and marketing topic about give an idea
7	To be sensitive to the requirements of professional ethics
8	Provide an idea about the the national and international transport policies
9	To have written and spoken communication skills
10	Living in society and to understand the world

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

	L1	L2	L3	L4	L5
P9	5	5	5	5	5

