



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 (<i>Hours</i>)	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



Programme Outcomes (Textile Technology)

1	1. To have basic theoretical and practical knowledge related to the field of textile technology, weaving, finishing process and pattern design. Be able to recognize problems, develop solutions for the problems, designing and having the ability to use theoretical knowledge in practical applications.
2	2. Be able to identify problems, develop solutions to the problems, be able to devise, to have the ability to use theoretical knowledge in practical applications by using acquired the basic knowledge and skills in the field. – Be able to choose technical equipments which are needed for applications in the field and use effectively. - Awareness of the need for life-long learning to follow developments in the textile technology, learning independently and to gain awareness of continuous self-renewal. - Be able to examine the application of production processes in the textile industry. – Be respectful to their own history and to be conscious about the subjects of social responsibility, universal and social and professional ethics.
3	3. To have basic theoretical and practical knowledge related to the field of textile technology, weaving, finishing process and pattern design. To be conscious about the subjects of job security, the information of environmental protection, quality awareness and being conscious of participating in team work.
4	4. Be able to identify problems, develop solutions to the problems, be able to devise, to have the ability to use theoretical knowledge in practical applications by using acquired the basic knowledge and skills in the field. - To be conscious about the subjects of job security, the information of environmental protection, quality awareness and being conscious of participating in team work.
5	5. Be able to examine the application of production processes in the textile industry. Be able to identify problems, to develop solutions to the problems, be able to devise, to have the ability to use theoretical knowledge in practical applications by using acquired the basic knowledge and skills in the field. Be respectful their own history and be conscious about the subjects of social responsibility, universal and social and professional ethics.
6	6. Be able to examine the application of production processes in the textile industry. To be aware solutions and applications of the effects of global and societal context in technician-level; being aware of entrepreneurship and innovation, and to have knowledge of the issues of the age.
7	7. To gain the knowledge and awareness of Atatürk's principles & reforms and using Turkish Language effectively.
8	8. To gain the knowledge about his/her society and to gain a different point of view about 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
P5	2	2	2	2	2
P7	2	2	2	2	2

