



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Preparatory Class (english)							
Course Code		YD001		Course Level		N/A			
ECTS Credit	60	Workload	1502 (<i>Hours</i>)	Theory	26	Practice	0	Laboratory	0
Objectives of the Course		The main focus of the course is to lead students step by step through meaningful activities with integration of four skills (listening, speaking, reading and writing), grammar, vocabulary and authentic materials to reach Intermediate level (B1+). During the course, students explore content about different topics by listening and reading and then expand their written and spoken language through learning related vocabulary and grammar to be able to use English effectively.							
Course Content		This course enables students to use related vocabulary about specific topics, do the exercises using newly learnt grammar, use functional language for particular situations, improve their listening and reading comprehension, making meaningful conversations and writing paragraphs on specific topics.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, Discussion, Project Based Study, Individual Study					
Name of Lecturer(s)		Ins. Barış ÇAVUŞ, Ins. Beyhan SEZER, Ins. Bilge Sevim SOYKUT, Ins. Canay KARCI AKTAŞ, Ins. Cansın ÇALIŞKAN, Ins. Dilek ATEŞ, Ins. Ercan YILMAZ, Ins. Esmâ ACUN, Ins. Fethiye EFENDİ KIR, Ins. Göksel TURAN, Ins. Gülsün POYRAZ SOFRACI, Ins. Hasan Ulvi EVREN, Ins. Hatice KURT, Ins. Hayri ARGUNAT, Ins. Lütfi SARAÇ, Ins. Mehmet Niyazi YAĞMUR, Ins. Murat MADAK, Ins. Nilüfer KARADAVUT, Ins. Özlem DİLAVER, Ins. Özlem MADAK, Ins. Pınar UĞUR, Ins. Rıdvan KORKUT, Ins. Saim ÖZKAN, Ins. Sevim EVREN, Ins. Soner SOFRACI, Ins. Yasir YAREN, Ins. Yıldız BAL							

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	4	36
Final Examination	1	40
Quiz	8	16
Project	2	8

Recommended or Required Reading

1	Empower Second Edition Elementary (A2)(Cambridge University Press)
2	Empower Second Edition Pre-Intermediate (B1)(Cambridge University Press)
3	Empower Second Edition Intermediate (B1+)(Cambridge University Press)
4	Final Draft 1 (Cambridge University Press)

Week	Weekly Detailed Course Contents	
1	Theoretical	Verb be +Positive Negative Questions + Related Vocabulary, Listening-Speaking, Reading-Writing Skills
2	Theoretical	Possessive Adj.Adjectives, Singular-Plural Nouns, Imperative, Present Simple + Related Vocabulary, Listening-Speaking, Reading-Writing Skills
3	Theoretical	Word Order in Questions,Frequency Adverbs, Possessive 's, can/can't+ Related Vocabulary, Listening-Speaking, Reading-Writing Skills
4	Theoretical	Present Continuous Tense, Object Pronouns+ Related Vocabulary, Listening-Speaking, Reading-Writing Skills
5	Theoretical	Past Simple, Thereis/are, some/any + Related Vocabulary, Listening-Speaking, Reading-Writing Skills
6	Theoretical	Countable/Uncountable nouns, some/any+ Related Vocabulary, Listening-Speaking, Reading-Writing Skills
7	Theoretical	Quantifiers,Comparatives-Superlatives + Be going to + Related Vocabulary, Listening-Speaking, Reading-Writing Skills
8	Theoretical	Be going to, Adverbs, Articles + Present Perfect Tense + Related Vocabulary, Listening-Speaking, Reading-Writing Skills
9	Theoretical	Present Perfect/Past Simple + Related Vocabulary, Listening-Speaking, Reading-Writing Skills
10	Theoretical	Present Continuous/Present Simple + Related Vocabulary, Listening-Speaking, Reading-Writing Skills



11	Theoretical	Past Simple/Past Continuous+ Related Vocabulary, Listening-Speaking, Reading-Writing Skills
12	Theoretical	Future Tenses, Relative Clause, Present Perfect + Related Vocabulary, Listening-Speaking, Reading-Writing Skills
13	Theoretical	Comparatives-Superlatives + Present Perfect/Past Simple T.+ Related Vocabulary, Listening-Speaking, Reading-Writing Skills
14	Theoretical	Will/Won't/ Shall, Quantifiers + Related Vocabulary, Listening-Speaking, Reading-Writing Skills
15	Theoretical	Infinitives/Gerund, have to/must + Related Vocabulary, Listening-Speaking, Reading-Writing Skills
16	Theoretical	Review of Verb Tenses+ Related Vocabulary, Listening-Speaking, Reading-Writing Skills
17	Theoretical	If clause type 1, should + Related Vocabulary, Listening-Speaking, Reading-Writing Skills
18	Theoretical	If clause type 2, Present Perfect Tense + Related Vocabulary, Listening-Speaking, Reading-Writing Skills
19	Theoretical	Phrasal Verbs, used to, passive voice + Related Vocabulary, Listening-Speaking, Reading-Writing Skills
20	Theoretical	Past Perfect, Reported Speech + Related Vocabulary, Listening-Speaking, Reading-Writing Skills
21	Theoretical	Action/Nonaction verbs, Future Forms, Present Simple/Present Continuous + Related Vocabulary, Listening-Speaking, Reading-Writing Skills
22	Theoretical	CPresent Perfect T./Present Perfect Continuous T. + Related Vocabulary, Listening-Speaking, Reading-Writing Skills
23	Theoretical	Comparatives/Superlatives, Articles + Related Vocabulary, Listening-Speaking, Reading-Writing Skills
24	Theoretical	Modals of Obligation, Prohibition, Ability,Possibility + Related Vocabulary, Listening-Speaking, Reading-Writing Skills
25	Theoretical	Past Tenses + Used to + Related Vocabulary, Listening-Speaking, Reading-Writing Skills
26	Theoretical	Passives + Modals of Deduction + Related Vocabulary, Listening-Speaking, Reading-Writing Skills
27	Theoretical	First Conditional, Future Time Clauses + Related Vocabulary, Listening-Speaking, Reading-Writing Skills
28	Theoretical	Second Conditional + Gerund/Infinitives + Related Vocabulary, Listening-Speaking, Reading-Writing Skills
29	Theoretical	Reported Speech + Related Vocabulary, Listening-Speaking, Reading-Writing Skills
30	Theoretical	Third Conditional + Related Vocabulary, Listening-Speaking, Reading-Writing Skills
31	Theoretical	Relative Clauses + Quantifiers+Question Tags + Related Vocabulary, Listening-Speaking, Reading-Writing Skills
32	Theoretical	Revision of Grammar + Related Vocabulary, Listening-Speaking, Reading-Writing Skills

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	32	18	26	1408
Project	2	5	1	12
Quiz	8	4	1	40
Midterm Examination	4	6	2	32
Final Examination	1	8	2	10
Total Workload (Hours)				1502
[Total Workload (Hours) / 25*] = ECTS				60

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	To comprehend English grammar and be able to make sentences in different tenses.
2	To comprehend the techniques of reading, writing, listening and speaking in English.
3	To be able to introduce and describe themselves and others.
4	To be able to report what another person said.
5	To be able to talk about British culture.
6	To be able to give information about people and places.
7	To be able to make promises and give advice.
8	To be able to make deductions, requests and predictions.
9	To be able to talk about possibilities, plans and obligations.

Programme Outcomes (Human Resources Management)

1	Having adequate scientific knowledge of Human Resources Management, basic business concepts and other social sciences
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2	Thinking critically and analytically
3	Having knowledge of communication and information technologies
4	In-depth understanding of the research process and application of a range of research techniques into studies, researches and projects
5	In-depth understanding of usage of Human Resources Management and other social sciences theoretical and applied knowledge together.
6	Ability to interpret basic Business concepts from Human Resource Management perspective
7	Ability to implement basic HRM responsibilities in institutions such as HR Planning and staffing, labor relations, occupational health and safety, training planning, performance and rewards management, career planning, employment and interview techniques and legal HR issues
8	Implementing quality process approach into HRM process by considering institutional development, internal and external customer satisfaction; in case of need, having sense of responsibility making contribution for problem solving and continuous development and process excellence ability by problem identification, goal setting, reorganisation and change management skills
9	Management of resources and assets by considering budgetary, financial and legal issues; management of projects/operations with the ability of planning, implementation, and auditing; Having skills on management of self and other people
10	Enriching result oriented working approach with continuous learning approach
11	Strong oral and written communication skills and ability to present ideas and information effectively
12	Monitor and communicate with colleagues in a foreign language using at least the European Language Portfolio B1 General Level
13	Ability to work with people of various cultural and educational background by valuing team work, developing empathy and listening skills
14	Being conscious on social, academic and professional ethical values
15	Development of critical theoretical appreciation of 'how', 'why' and 'where' HRM contributes to and supports employee and societal development, and implementing these approach for applied and graduate projects and working life

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

	L1	L2
P1	3	3
P3	2	3
P5		4
P14		3
P15	5	5

