



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title	Official Correspondences								
Course Code	THM253	Course Level			Short Cycle (Associate's Degree)				
ECTS Credit	4	Workload	99 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course	With this course; The aim of the course is to give basic information about grammar teaching, writing formal, business and private writings, and to use this information to write formal correspondence and correspondence related to their profession in accordance with correct content, style and grammar rules.								
Course Content	Written communication, form and content in written communication, the importance of written communication in organizational communication, procedures and principles to be applied in official correspondence, correspondence techniques, spelling and spelling rules, language and expression disorders, examples of commercial and official correspondence, official writing standards and types, report preparation, document production, circulation and retention cycle, filing standards are the content of this course.								
Work Placement	N/A								
Planned Learning Activities and Teaching Methods	Explanation (Presentation), Discussion, Case Study								
Name of Lecturer(s)	Ins. Metin POLAT								

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	60

Recommended or Required Reading

1	1. Bahar, E. (2011) Mesleki Yazışmalar, Detay Yayıncılık Ankara.
2	2. Başpınar, N. Ö. (2010) Mesleki Yazışmalar, Anadolu Üniversitesi AÖF Yayınları, Eskişehir
3	4. 2004/8125 Sayılı Resmi Yazışmalarda Uygulanacak Usul ve Esaslar Hakkında Yönetmelik

Week	Weekly Detailed Course Contents & Teaching Methods	
1	Theoretical	The importance of written communication between institutions and institutions, qualitative features of correspondence
2	Theoretical	Turkish spelling rules and common spelling mistakes
3	Theoretical	Turkish spelling rules and common spelling mistakes
4	Theoretical	Punctuation and correct usage
5	Theoretical	Basic features of expression and expression disorders
6	Theoretical	Basic features of expression and expression disorders
7	Theoretical	Official correspondence rules and writing process
8	Theoretical	General Review/ Midterm Exam
9	Theoretical	Formal writing types
10	Theoretical	Formal writing types
11	Theoretical	Business Writing (Commercial Writing)
12	Theoretical	Business Writing (Commercial Writing)
13	Theoretical	CV Writing Techniques
14	Theoretical	Document Filing and Archiving process
15	Final Exam	Final Exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	2	2	56
Assignment	1	15	1	16
Midterm Examination	1	10	1	11



Final Examination	1	15	1	16
Total Workload (Hours)				99
[Total Workload (Hours) / 25*] = ECTS				4
*25 hour workload is accepted as 1 ECTS				

Learning Outcomes

1	To provide students to understand the importance of professional correspondence
2	Understanding formal writing types
3	To comprehend the importance of document and document management
4	To know and apply the types of writing used in business life
5	To gain the ability to use Turkish correctly

