

**ANTALYA BİLİM UNIVERSITY SCHOOL OF
FOREIGN LANGUAGES PREPARATORY CLASS**

Syllabus

Course	A1 Level
Credits	None
Instructor	A1 Level Teachers
Level Coordinator	Gözde PARTAL (gozde.partal@antalya.edu.tr) - Office 206
Term	Spring Semester
Pre-requisite	Placement Test Results *Students who have not taken the placement test will be automatically placed in the A1 level.
Co-requisite	None
Course Hours & Class	09:00-15:00 / 09:30-15:30 – Gulluk Campus

CONTACT

The email addresses and office numbers of the relevant level instructors are shared with students by the main class instructors on the first day of the semester. The Microsoft Teams classes are also created by the main class instructors.

Other Information	Announcements will be made in class, via e-mail, and Microsoft Teams.
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COURSE INFORMATION

Course Description	This 8-week integrated skills module is designed to develop learners' foundational abilities in reading, listening, writing, and speaking in English through engaging, everyday topics. By the end of the course, students will be able to identify and extract key information from simple texts such as advertisements, personal emails, and short instructions. They will also improve their ability to understand short, clear spoken messages and follow basic explanations or directions. In writing, learners will gain confidence in composing short emails and descriptive paragraphs using common tenses and connectors. Speaking activities will enable them to express opinions, describe people and events, and talk about daily routines and personal experiences using basic vocabulary and structures. The course emphasizes practical communication skills and aims to build students' confidence in real-life situations. Students who successfully complete A1 level will move on to the A2 level.
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<p>Course Objectives</p>	<p>Reading: By the end of the module, learners will be able to:</p> <ul style="list-style-type: none"> • identify specific information in simple everyday material such as advertisements, menus, tickets, websites and timetables, • extract relevant information in short personal letters, e-mails, and simple instructions such as directions or recipe, • locate specific details in simple texts to answer comprehension questions related to familiar topics, • skim simple, texts to identify general meaning and the main ideas, • scan simple texts for specific details, such as names, dates, places or numbers. <p>Listening: By the end of the module, learners will be able to:</p> <ul style="list-style-type: none"> • recognise familiar words and very basic phrases concerning people when people speak slowly and clearly. • identify specific information (such as names, dates, or places) in short, clear audio recordings or videos. • catch the main points in short, clear, simple messages and announcements. • follow simple instructions or explanations in straightforward, familiar contexts (e.g., directions, how to do something). <p>Writing: By the end of the module, learners will be able to:</p> <ul style="list-style-type: none"> • write a short e-mail to give or request information, or describe daily activities and plans using basic linking words (e.g., and, but, because, then). • compose short, simple paragraphs and e-mails (minimum 120 words) on familiar topics, such as describing a person, one's family, daily routines, homes, past experiences and important life events using basic verb tenses (Present, Past Simple) and basic time expressions (e.g., "every day", "yesterday,"). • organize ideas simply and ensure basic coherence in their writing (using connectors like "and," "but," "because"). <p>Speaking: By the end of the module, learners will be able to:</p> <ul style="list-style-type: none"> • use topic-related vocabulary and phrases to describe, in simple terms, their family and other people, appearance and personality traits, educational background, and current or most recent job. • express simple opinions on familiar topics (e.g., people, food, hobbies, family, jobs, routines) using basic phrases or sentences. • describe personal preferences simple details, giving reasons (e.g., "I like pizza, because...") • explain simple past experiences, current activities, or future plans, using simple tenses (e.g., "I worked yesterday," "I am studying now," "I will go to the park tomorrow").
<p>Required Texts & Materials</p>	<p>Students are expected to use integrated skills course book, a level-specific supplementary skills booklet prepared by the academic team, and a writing book. These supplementary materials will be shared regularly via Microsoft Teams. All resources are necessary for full participation in class activities, skill development, and completing assignments. Students are responsible for checking Microsoft Teams frequently to access updates and additional materials.</p>

Assessment methods and percentages	<p>Final Exam 45% - Reading & Listening & Speaking & Grammar& Vocab & Timed Writing</p> <p>Midterm Exam 35% - Reading & Listening & Speaking & Grammar & Vocab & Timed Writing</p> <p>Writing Tasks 7,5 % - Weekly Writing Tasks 7.5 %</p> <p>Assignments 7.5 % - Projects 7.5 %</p> <p>Homework & Participation 5% - See the criteria</p> <p>In addition to these percentages, students are also evaluated on their out-of-class assignments submitted through the LMS.</p>
Make-up Exams	<p>No makeup exam will be given unless the student,</p> <ul style="list-style-type: none"> • provides a medical report (received from a fully equipped hospital) that proves his/her incapacity to attend the exam for a minimum of 3 consecutive days • provides the death certificate of a relative who is 3rd degree at most • proves to be in custody for the time of the exam • proves to be officially assigned by the university or other governmental bodies • A makeup exam for the midterm and the writing exam is granted if a student provides a legitimate document to the faculty secretary. Only after the faculty administration approves the document can the student have a makeup exam. Students will be informed of the midterm and the writing exam date and time. <p>For further information, please refer to the makeup exam legislation (In Turkish) https://admin.antalya.edu.tr/files/418/Y-Y-0013_-_Mazeret_Snav_Yonergesi_-_13_12_2017.pdf</p> <p>English version will be added.</p>
Declaration of Grades	<p>Declaration of grades will be made via the university system https://ubs.antalya.edu.tr/</p>
Class Attendance	<p>To successfully complete the A1 level, students must attend at least 80% of the classes and achieve a minimum of 70% success in the exams. Students who fail to meet the 80% attendance requirement—whether excused or unexcused—are not allowed to take the Final Exam of the level and must repeat the same module/level. Students who fail due to attendance may continue attending classes until the end of the module if they wish; however, they are not permitted to take the Final Exam. Students who arrive late to class are marked absent regardless of how late they are. Students can check their absenteeism daily via the UBS system.</p>

Grading Policy	Students are required to achieve an average score of at least 70% across all assessments in order to pass the course.
Late Assignments	Late submissions are not accepted.
Class Citizenship	<ul style="list-style-type: none"> Students' behavior should not interfere with or disrupt class activities. Therefore, students are expected to arrive at class on time and stay for the entire class period. Late arrivals and exits are disrespectful and distracting and lead to attendance failure. Students are expected to attend and <i>professionally</i> complete all in-class assignments, tasks, projects, and presentations on the specified dates. It is important that students are respectful towards instructors and fellow classmates (That includes verbal and physical behavior as well as the language used in e-mail and phone messages). Hate speech, racist comments, and discrimination activities are NOT permitted and are punished according to ABU's rules.
Academic Honesty and Plagiarism	<p>Plagiarism is intellectual theft and is by no means tolerated by the university. It is the use of somebody else's ideas, viewpoints, findings, or works in a paper, project, report, or any similar document which is presented as part of a course requirement without proper acknowledgment of the source. Violations of scholastic honesty include, but are not limited to cheating, plagiarizing, fabricating information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. Any form of scholastic dishonesty is a serious academic violation and will result in receiving a grade of "0" for a particular task or an exam and disciplinary action will be taken in accordance with the University's Disciplinary Rules & Regulations regarding plagiarism.</p> <p>For further information, please refer to the disciplinary action legislation (In Turkish): https://www.yok.gov.tr/Sayfalar/Kurumsal/mevzuat/yok_ogrenci_disiplin_yonet.aspx</p> <p>English version will be added.</p>
Syllabus Policies and Procedures	Please see the detailed course schedule at the end of this syllabus. The plan below is tentative and subject to change. The syllabus is shared via Microsoft Teams and posted on the noticeboard by the main class instructors. If a student misses class, the student is still responsible for these changes.

Communication	Via e-mail or Microsoft Teams					
Weekly Timetable	Monday	Tuesday	Wednesday	Thursday	Friday	
	09:00-09:45	09:00-09:45	09:00-09:45	09:00-09:45	09:00-09:45	
	10:00-10:45	10:00-10:45	10:00-10:45	10:00-10:45	10:00-10:45	
	11:00-11:45	11:00-11:45	11:00-11:45	11:00-11:45	11:00-11:45	
	13:15-14:00	13:15-14:00	13:15-14:00	12:00-12:45		
	14:15-15:00	14:15-15:00	14:15-15:00			
	Monday	Tuesday	Wednesday	Thursday	Friday	
	09:30-10:15	09:30-10:15	09:30-10:15	09:30-10:15	09:30-10:15	
	10:30-11:15	10:30-11:15	10:30-11:15	10:30-11:15	10:30-11:15	
	11:30-12:15	11:30-12:15	11:30-12:15	11:30-12:15	11:30-12:15	
	13:45-14:30	13:45-14:30	13:45-14:30	12:30-13:15		
	14:45-15:30	14:45-15:30	14:45-15:30			
	*Each module, students will be informed about which timetable they will follow.					

TENTATIVE WEEKLY PLAN*	
WEEK	TOPIC
Week 1	Integrated Skills: Unit 1 - People Writing: Unit 1 - All About Me
Week 2	Integrated Skills: Unit 2 & 3 - Work and Study & Daily Life Writing: Unit 3 - Work, Play and Sleep
Week 3	Integrated Skills: Unit 3 & 4 - Daily Life & Food Writing: Unit 2 - Home Sweet Home
Week 4	Integrated Skills: Unit 5 - Places Writing: Unit 4 - Families
Week 5	Integrated Skills: Unit 6 & 7 - Family & Trips Writing: Unit 8 - Important Life Events
Week 6	Integrated Skills: Unit 7 - Trips Writing: Unit 9 - Going to Places
Week 7	Integrated Skills: Unit 8 & 9 - Fit and Healthy & Clothes and Shopping Writing: Unit 7 - Jobs and Careers

Week 8	Integrated Skills: Unit 10 - Communication Writing: Revision
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All changes will be announced in class or via university e-mail.*