

ANTALYA BİLİM UNIVERSITY	
SYLLABUS INFORMATION	
Course	ACE 104 Communication Skills
Credits	3 Credits, 3 ECTS
Instructor	
Term	Fall/Spring Semester
Prerequisite	B2 Level English Proficiency from related exam
Co-requisite	
Course Hours & Classroom	
CONTACT	
Office	A2-18
Email	
Office hours	By appointment
Other Information	Announcements will be made in class or via e-mail.
COURSE INFORMATION	
Course Description	This course is designed to help students improve their English language skills by immersing them in the four key language components: reading, listening, speaking and writing. The course includes learning activities that aim to improve the students' English-language competencies will be conducted within the scope of the related topics. Course quota is set up to 30 max.
Course Objectives	<p>The purpose of the course is to strengthen reading, listening, writing, and speaking skills of the students to help them carry out their undergraduate studies.</p> <p>The below stated learning outcomes will be achieved through the course content stated in the course outline by immersing students in the four key language components: reading, listening, speaking, and writing.</p> <ul style="list-style-type: none"> • Demonstrate a better comprehension of reading texts and lectures by analyzing the gist and details. • Demonstrate an understanding and usage of academic vocabulary and language. • Develop speech conventions commonly used in English by producing short conversations & discussions. • Use functional, fluent, clear and accurate language to express ideas, describe, explain, negotiate and persuade both in spoken and written forms.
Required Texts & Materials	Visual, textual and audio materials and handouts will be selected by the course instructor in cooperation with the School of Foreign Languages. This course does not require students to buy a course book.

<p>Assessment method and criteria</p>	<p>The Midterm Exam (30%) tests students on the specific-academic English skills of writing, reading and vocabulary in accordance with the course content.</p> <p>The Final Exam (40%) tests students on the specific-academic English skills of writing, reading and vocabulary in accordance with the course content.</p> <p>Weekly Assignments and Participation (10 %)</p> <p>Speaking Tasks (2) (20 %)</p> <p>Midterm Exam (30%)</p> <p>Final Exam (40%)</p>																										
<p>Make-up Exams</p>	<p>No make-up exam will be given unless student,</p> <ul style="list-style-type: none"> • provides a medical report that proves his/her incapacity to attend the exam • 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 • There are no make-up exams for the speaking tasks. • A make-up exam for the midterm and the final 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 make-up exam. Students will be informed of the midterm and the final exam date and time. <p>For further information, please refer to the Make-up Exam legislation (In Turkish) https://admin.antalya.edu.tr/files/418/Y-Y-0013 - Mazeret Snav Yonergesi - 13 12 2017.pdf</p>																										
<p>Declaration of Grades</p>	<p>Declaration of grades will be made via university system https://ubs.antalya.edu.tr/</p>																										
<p>Class Attendance</p>	<p>Attendance in classes is compulsory. Students attending less than 70% of the sessions will not normally be permitted to register for the written examination(s) and thus will not be able to complete the degree. Active participation and consistent attendance will play a highly crucial role in the success of the course. Those students who fail to attend 70% of the classes will receive an 'FX' grade and they will have to repeat the course.</p>																										
<p>Grading Policy</p>	<table border="1" data-bbox="423 1476 1547 1619"> <tr> <td>Total points</td> <td>-</td> <td>95-100</td> <td>85-94</td> <td>80-84</td> <td>75-79</td> <td>65-74</td> <td>60-64</td> <td>55-59</td> <td>50-54</td> <td>45-49</td> <td>40-44</td> <td>0-39</td> </tr> <tr> <td>Letter Grade</td> <td>A+</td> <td>A</td> <td>A-</td> <td>B+</td> <td>B</td> <td>B-</td> <td>C+</td> <td>C</td> <td>C-</td> <td>D+</td> <td>D</td> <td>F</td> </tr> </table> <p>Passing grade is C-.</p>	Total points	-	95-100	85-94	80-84	75-79	65-74	60-64	55-59	50-54	45-49	40-44	0-39	Letter Grade	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	F
Total points	-	95-100	85-94	80-84	75-79	65-74	60-64	55-59	50-54	45-49	40-44	0-39															
Letter Grade	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	F															
<p>Late Work</p>	<p>Late submissions will be graded out of 80 pts.</p>																										
<p>Class Citizenship</p>	<ul style="list-style-type: none"> • Students' behavior should not interfere with or disrupt class activities. Therefore, students are expected to arrive class on time and stay for the entire class period. Random arrivals and exits are disrespectful and distracting and lead to attendance failure. 																										

	<ul style="list-style-type: none"> • Students are expected to attend and <i>professionally</i> complete all in-class assignments, tasks, quizzes, 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 language used in email and phone messages). Hate speech, racist comments and discrimination activities are NOT permitted and are punished according to ABU's rules.
Academic Honesty	<p>All university, college, and department policies on academic honesty will be strictly enforced. The usual consequences of academic dishonesty are failure of the course and referral of the case to the Dean of the College for additional disciplinary action.</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>
Syllabus Policies and Procedures	<p>Please see the detailed course schedule at the end of this syllabus. The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Instructor. Changes will be announced in class. If a student misses class, the student is still responsible for these changes.</p>
Communication	via e-mail.

TENTATIVE WEEKLY PLAN*	
WEEK	CHAPTER TOPIC
Week 1	Course Introduction
	E-mail Etiquette / Basic Small Talk Activities
Week 2	Bringing Dreams into Life/ 21 st Century Communication 3/ Business Listening: Would-be-Entrepreneurs: Listen Up!!! Reading: Keynote-Upper Intermediate /Unit 2- Jobs for the Future Ted Talk: 5 Ways to kill your dreams / Bel Pesce (6 min.) Writing: E-mail Procedure 1- Applying for a job via an e-mail
	Identifying Main Points and Story Examples Using a Story Example Email Procedure-Job Application
Week 3	Bringing Dreams into Life/ 21 st Century Communication 3/ Business Listening: Would-be-Entrepreneurs: Listen Up!!! Reading: Keynote-Upper Intermediate /Unit 2- Jobs for the Future Ted Talk: 5 Ways to kill your dreams / Bel Pesce (6 min.) Writing: E-mail Procedure 1- Applying for a job via an e-mail
	Identifying Main Points and Story Examples Using a Story Example Email Procedure-Job Application

Week 4	<p>Stress: Friend or Foe? / 21st Century Communication 3 / Health and Psychology Listening: How stress affects the body / a lecture Reading: The effects of stress Ted Talk: How to make stress your friend / Kelly Mcgonigal (14 min.) Writing: Asking for advice explaining causes of a stressful exam</p>
	<p>Listening for cause and effect Talking about cause and effect Writing about cause and effect</p>
Week 5	<p>Stress: Friend or Foe? / 21st Century Communication 3 / Health and Psychology Listening: How stress affects the body / a lecture Reading: The effects of stress Ted Talk: How to make stress your friend / Kelly Mcgonigal (14 min.) Writing: Asking for advice explaining causes of a stressful exam</p>
	<p>Listening for cause and effect Talking about cause and effect Writing about cause and effect</p>
Week 6	<p>DIY: Do it yourself / 21st Century Communication 3 / Listening: The Psychology behind DIY Ted talk: Open-sourced blueprints for civilization / Marcin Jakubowki (5 min.) Writing: Writing about a process</p>
	<p>Explaining a Process / Revision Writing about a process</p>
Week 7	SPEAKING TASK 10 %
Week 8	MIDTERM 30 %
Week 9	<p>Life Hacks / 21st Century Communication 4 /Technology Listening: Self-tracking Reading: 21st Century Reading 3- Unit 3 We are Cyborgs Ted Talk: Lies, damned lies, and statistics /Sebastian Wernicke (7 min.) Writing: Writing a paragraph by interpreting an infographic /Infographic: Wearable Techs</p>
	<p>Expressing an opinion Infographic Interpretation</p>
Week 10	<p>Life Hacks / 21st Century Communication 4 /Technology Listening: Self-tracking Reading: 21st Century Reading 3- Unit 3 We are Cyborgs Ted Talk: Lies, damned lies, and statistics /Sebastian Wernicke (7 min.) Writing: Writing a paragraph by interpreting an infographic /Infographic: Wearable Techs</p>
	<p>Expressing an opinion Infographic Interpretation</p>

Week 11	The Livable City / 21 st Century Communication 1 / Architecture Listening: Public Space and the Livable City Reading: Reading Explorer 4 Unit 11 Ted talk: How to reinvent an apartment / Moshe Safdie Writing: Writing a paragraph by interpreting an infographic
	Talking about Problems and Solutions Infographic Interpretation
Week 12	The Livable City / 21 st Century Communication 1 / Architecture Listening: Public Space and the Livable City Reading: Reading Explorer 4 Unit 11 Ted talk: How to reinvent an apartment / Moshe Safdie Writing: Writing a paragraph by interpreting an infographic
	Talking about Problems and Solutions Infographic Interpretation
Week 13	Writing Practice / Feedback – General Revision
Week 14	FINAL EXAM / SPEAKING PART 10 %

() The plan above is tentative and subject to change at discretion of instructor. All changes will be announced in class or via university email.*