



**IZMIR INSTITUTE OF TECHNOLOGY
SCHOOL OF FOREIGN LANGUAGES
DEPARTMENT OF MODERN LANGUAGES
2024–2025 SUMMER SCHOOL ENG-101 SYLLABUS**



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I. Rationale: ENG 101 aims to improve general language which were introduced at Preparatory School. The main focus is on improving students' language skills academically. In addition to listening and reading skills, writing well-structured paragraphs and speaking activities such as role-plays, presentations, mini presentations, pair/group discussions will be conducted to improve students' speaking skills and to ensure active participation in class.

II. Course Objectives: At the end of the course,

Writing

Students will be able to:

- write simple formal emails requesting information.
- prepare a simple outline to organise ideas and information.
- write a basic paragraph containing a topic sentence and related details, if provided with a model.
- show a basic direct relationship between a simple problem and a solution.

Reading

Students will be able to:

- make good use of pre-reading strategies such as predicting, skimming, scanning, etc.
- identify major and minor ideas within a text.
- identify reference signals and understand what they stand for.
- understand and use academic vocabulary; guess the meanings of words they do not now by using appropriate clues.
- understand the relationship between ideas within a text; evaluate the ideas in a text and reflect on them.
- identify the writer's attitude and style, understand the tone of the text ; respond to the ideas in a text.

Listening

Students will be able to:

- identify a speaker's point of view in a simple presentation or lecture aimed at a general audience.
- identify specific information in a simple presentation or lecture aimed at a general audience.
- follow the linear structure of a short formal talk.
- extract key details from a simple academic presentation on a familiar topic, if delivered slowly and clearly.
- infer opinions in a simple presentation or lecture.
- recognise that a speaker has summarized ideas in a simple presentation or lecture.
- recognise that a speaker has paraphrased ideas in a simple presentation or lecture.

- relate information in a presentation to the same information given in graphs, charts and tables.
- recognise generalizations and their supporting ideas.

Speaking

Students will be able to:

- express opinions as regards possible solutions, giving brief reasons and explanations.
- give an effective presentation about a familiar topic.
- react to different ideas to agree/disagree.
- paraphrase information taken from a simple academic text.

Other

Students will be able to:

- define academic integrity and plagiarism and distinguish between the two.
- recognize different forms of plagiarism and understand why it is considered unethical.
- learn the importance of citing sources and giving credit to authors.
- learn the fundamentals of the APA (American Psychological Association-6th edition) citation style.
- practice citations for various types of sources, such as books, articles and websites, in APA format.
- use specific words and phrases in describing problems and solutions.
- follow and apply the steps of preparing an academic presentation.
- apply hook and elaboration techniques.
- revise specific words and phrases in presentations.
- describe the fundamentals of technical writing, including its purpose, audience and key components.
- use classification method for effective note-taking.
- use combination of techniques to restate the ideas through the text.
- realize the difference among quoting, paraphrasing and summarizing.

III. Course Rules & Requirements:

Communication

- All communication outside the class will be carried out via **ONLY** e-mail (your std.edu.tr e-mail address), **NOT** Microsoft Teams. Your questions through Teams will not be answered. All kinds of oral or written communication should be made during working hours (8.30-17.30) on weekdays. On the condition that students need to inform the lecturer for urgent occasions, it is possible to communicate at the weekend.
- The preferred method of communication is through the lecturer's and the student's official İYTE e-mail account:@iyte.edu.tr
- Proper language should be used, and the message to be conveyed should be clearly conveyed in correspondence. When writing an e-mail, the subject of the message should be clearly written in two or three words. The documents you want to add to the message should be attached to the message attachment and the name and surname should be written at the end of the message.
- If for any reason you are unable to access your e-mail account with İYTE, it is your responsibility to correct the problem and to obtain all information which may have been sent to you. If you have trouble setting up your İYTE e-mail account, you should contact epostadestek@iyte.edu.tr as soon as possible.

E-mail Format

The screenshot shows an email composition interface. At the top are buttons for 'Send', 'Close', 'Save Draft', and 'Options' (with a dropdown arrow). Below these are fields for 'To:' (containing 'Mr Anderson' <Mr. Anderson>), 'Cc:', and 'Subject:' (containing 'Questions about the Assignment'). An 'Attach' button is followed by a tip: 'Tip: drag and drop files from your desktop to add attachments to this message.' Below the fields is a rich text editor toolbar with options for font face (Sans Serif), size (12pt), paragraph style (Paragraph), and various text formatting options (Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Quote, Unquote). The email body contains the following text:

Dear Mr. Anderson,

I would like to ask you some questions regarding the assignment that you have given.

I am having a hard time finding the specified articles. Could you please explain how I can find them step by step? Also, which software should I use to complete my assignment?

Sincerely,

[Full Name]
[Department]

E-mail Netiquette

- Be brief.
- Use a descriptive subject line.
- Avoid attachments unless you are sure your recipients can open them.
- Sign your message with your name and return e-mail address.
- Think before you send the e-mail to more than one person. Does everyone really need to see your message?
- Be sure you REALLY want everyone to receive your response when you click, “reply all.”
- Be sure that the message author intended for the information to be passed along before you click the “forward” button.

Attendance

Attendance is compulsory (70% of the course)

IV. Student Conduct

Each student is required to conduct himself/herself in a manner of an effective learning environment. Any student who unduly disrupts a class or violates any behavior rule, regulation during lessons shall be subject to immediate removal from the session and to appropriate disciplinary action. Any student caught cheating on an examination shall receive an FF in the course. Any student charged by the instructor with misconduct whether academic or nonacademic shall be subject to disciplinary action.

Course Material:

- Lecturer’s notes and materials

V. Course Schedule:

Week	Unit/Theme	Functions/Useful Language	Language Skills and Learning Outcomes	Suggested Context/Tasks & Assignments
Week 1: 14 July, 2025	Introduction to the course Syllabus English Language Proficiency& ENG 101 Course Expectations Questionnaire Diagnostic Writing			Forms link for the questionnaire MS Teams assignment for diagnostic writing
	Academic Reading	<ul style="list-style-type: none"> Specific phrases that state the main idea Identifying prefixes and suffixes to build word families Detecting significant points that contribute to the main idea Exploring the evidence or examples that support the main idea Determining the reason or intention behind the author's presentation of the main idea Using diagrams or charts to categorize the given information in a text. 	<ul style="list-style-type: none"> identifying main ideas and supporting evidence in a text building word families identifying the purpose and structure of a text using classification for effective note-taking 	<ul style="list-style-type: none"> How to identify the specific phrases that state the main idea and supporting ideas Analysing the prefixes and suffixes to build word families Effective use of charts and diagrams for classification Specific points that reveal the author's stance in an academic text
	Formal e-mail writing in an academic setting Understanding Academic Integrity and Plagiarism		<ul style="list-style-type: none"> writing simple formal emails defining academic integrity and plagiarism and distinguish between the two recognizing different forms of plagiarism and understand why it is considered unethical 	<ul style="list-style-type: none"> Formal E-mail Writing in an Academic Setting Academic Integrity The importance of Academic Integrity Plagiarism How to Avoid Plagiarism
Week 2: 21 July, 2025	Technical Writing Citation-APA		<ul style="list-style-type: none"> describing the fundamentals of technical writing, including its purpose, audience and key components learning the importance of citing sources and giving credit to authors learning the fundamentals of the APA (American Psychological Association-6th edition) citation style practicing citations for various types of sources, such as books, articles and websites, in APA format 	<ul style="list-style-type: none"> Types of Technical Reports General English vs. Technical English The Ways to Improve Technical Writing Citation-APA
	Academic Presentation Guidelines		<ul style="list-style-type: none"> using specific words and phrases in describing problems and solutions 	<ul style="list-style-type: none"> Presenting Problems and Solutions

	Summarizing	<ul style="list-style-type: none"> Specific phrases in describing problems and solutions and making presentations Synonyms and alternative phrases Modifying adjectives and adverbs Using reporting verbs Changing person and voice 	<ul style="list-style-type: none"> following and applying the steps of preparing an academic presentation applying hook and elaboration techniques in presentations revising specific words and phrases in presentations identifying main points identifying supporting points realizing the difference between paraphrasing and summarizing 	<ul style="list-style-type: none"> The Steps of Preparing an Academic Presentation Getting Prepared for Oral Presentations Analytic Rating Scale Possible Topics and Titles How to summarize Identifying a good/bad summary Summarize outside sources Write, revise and edit a summary of an article about language
Week 3: 28 July, 2025	Paraphrasing	<ul style="list-style-type: none"> Synonyms and alternative phrases Modifying adjectives and adverbs Using reporting verbs Changing person and voice 	<ul style="list-style-type: none"> using combination of techniques to restate the ideas through the text realizing the difference among quoting, paraphrasing and summarizing citing sources properly when paraphrasing avoiding plagiarism by learning how to paraphrase appropriately 	<ul style="list-style-type: none"> Five Tips for effective Paraphrasing The difference among paraphrasing, quoting and summarizing Activities to use synonyms, word formations efficiently while paraphrasing How to cite while paraphrasing How to avoid plagiarism while paraphrasing
	Problem-Solution Writing	<ul style="list-style-type: none"> Specific phrases in describing problems and solutions Signal words in problem solution paragraph organization Specific phrases in describing problems and solutions Signal words in problem solution report MID-TERM STEP 1: UPLOADING PRESENTATIONS TO TEAMS (20 points) (28 July-3 August until 23.59) Every 1 hour late upload causes -1 point 	<ul style="list-style-type: none"> identifying topic sentences for a problem solution paragraph writing supporting sentences writing concluding sentences using signal words to improve the coherence understanding what is a report identifying parts of a problem solution report synthesizing information taken from different sources 	<ul style="list-style-type: none"> Getting background information related to the topic Analyzing the sample paragraph Paragraph organization Practicing Completing the missing parts of the given paragraph Writing a problem solution paragraph What is a report Analyzing the sample problem solution report Problem solution report organization Writing a problem solution report

Week 4: 4 August, 2025	Academic Presentation- Group 1		<ul style="list-style-type: none"> MID-TERM STEP 2: giving an effective presentation about a familiar topic (problem- solution) (20 points) 	
Week 5: 11 August, 2025	Academic Presentation- Group 2		<ul style="list-style-type: none"> MID-TERM STEP 2: giving an effective presentation about a familiar topic (problem- solution) (20 points) 	
Week 6: 18 August, 2025	Reflection and revision Take-home final exam guidelines and sample questions			<ul style="list-style-type: none"> Revising the topics Reviewing final exam guidelines Practising with sample questions Conducting a survey that evaluates and allows reflection on the course

Assessment

	Grade	Description	Date
MIDTERM	40 points	Academic Presentation Step 1- Uploading your presentation on Teams (20 points) Step 2- Oral presentation (20 points)	Step 1- Uploading presentations to Teams- (28 July-3 August until 23:59) Every 1 hour late upload causes -1 point Step 2- 4 & 11 August, Presentations (face-to-face in classrooms)
FINAL	60 points	Take-home exam	18 th January- 21 st August, 2025 until 23:59