



Instructor: Seda ALTINER & Tuğçe KARAULUTAŞ SARI

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(The messages on Teams will not be replied, so please contact to your instructor via e-mail)

I. Rationale: ENG 102 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 know 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

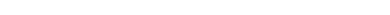
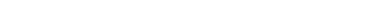
Send Close Save Draft Options ▾

To: "Mr Anderson" <Mr. Anderson>

Cc:

Subject: Questions about the Assignment

Attach ▾ *Tip: drag and drop files from your desktop to add attachments to this message.*

Sans Serif ▾ 12pt ▾ Paragraph ▾ **B** *I* U ~~S~~ ~~I_x~~ A ▾                     

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: 15 July, 2025			July 15th Democracy and National Unity Day	
Week 2: 22 July, 2025	Introduction to the course syllabus ENG 102 Course Expectations Questionnaire Diagnostic Writing Academic Reading Preparing Interviews & Questionnaires Describing Graphs Poster Presentation Guidelines		<ul style="list-style-type: none"> • Developing the ability to comprehend and understand the main ideas, arguments, and details presented in the assigned readings. • Understanding and extracting main ideas and key details from a text. • Inferring the meanings of unfamiliar words through context • Recognizing when to use interviews and questionnaires in a study • Selecting the most suitable question types based on the information you aim to gather <p>Forming different types of questions for an interview and a questionnaire based on a given topic</p> <ul style="list-style-type: none"> • Conducting interviews and questionnaires on a given topic 	<p>Forms link for the questionnaire MS Teams assignment for diagnostic writing</p> <ul style="list-style-type: none"> • Different Types of Graphs • How to Analyze and Describe Graphs • Vocabulary and Structures to Describe • Graphs • How to Prepare Graphs in PowerPoint

Week 3: 29 July, 2025	Academic Reading through Infographics In-class feedback for Poster Presentations Submission: Step 1 (Midterm Exam)		<ul style="list-style-type: none"> • Analyzing and interpreting the information conveyed in both the text and the graphics, including identifying relationships, patterns, and trends. • Connecting the information provided in the text with that presented in the graphics to gain a deeper understanding of the subject matter. • Effectively communicating the insights gained from reading and analyzing the passage and graphics to others, either verbally or in writing. • Improving Presentation Skills Enhancing Poster Design • Promoting Critical Thinking • Supporting Continuous Improvement 	Information Extraction Comparison and Contrast Interpretation and Analysis Vocabulary Expansion Inference and Prediction Synthesis of Infographics Sentence Structure Drills Coherence and Cohesion Practice Annotated Bibliography Exercise
Week 4: 5 August, 2025	Academic Poster Presentation		MIDTERM EXAM	
Week 5: 12 August, 2025	Academic Poster Presentation		MIDTERM EXAM	

Week 6: 19 August, 2025	Reflection and revision Academic Writing Take-home final exam guidelines and sample questions		<ul style="list-style-type: none"> Expressing complex ideas clearly, coherently, and persuasively. Analyzing, evaluating, and synthesizing information from various sources. Locating relevant sources and evaluating their credibility. Navigating academic databases, discern credible sources from unreliable ones, and cite references according to academic standards. Developing the foundational competencies necessary for success in postgraduate education. 	Revising the topics Conducting a survey that evaluates and allows reflection on the course
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Assessment

	Grade	Description	Date
MIDTERM	40 points	Academic Presentation Step 1- Uploading posters on Teams (20 points) Step 2- Oral presentation (20 points)	Uploading presentations to Teams- Week 4 (4 August-10 August until 23:59) Every 1-hour late upload causes -1 point 5&12 August, Presentations (face-to-face in classrooms)
FINAL	60 points	Take-home exam	19 th – 22 nd August, 2025 until 23:59