

Objectives of the Course

The objective of this course is to enhance students' foreign language skills in their chosen professional fields and to teach the effective use of language in a professional context. Students will gain proficiency in professional terminology, enabling them to communicate effectively in both written and spoken forms in the workplace. Additionally, the course will help students develop cultural awareness, allowing them to communicate successfully in international business environments.

Course Contents

This course covers topics such as an introduction to financial and banking terminology, a review of general grammar and professional structures, written and verbal professional communication, analysis of financial documents, insurance English, international banking and finance, monitoring global economic developments, presentation and visual communication skills, sector-specific translation studies, and a final project.

Recommended or Required Reading

Cotton, D., Falvey, D., Kent, S. & Rogers, J. (2007). Market Leader (New Edition) Pre-intermediate business English coursebook. England: Pearson Education Limited
Grant, D., Hudson, J. & McLarty, R. (2012). Business Result: Pre-intermediate student's book. Oxford: Oxford University Press.

Planned Learning Activities and Teaching Methods

Subject explanation and Q&A

Recommended Optional Programme Components

14 Weeks of Compulsory Course

Presentation Of Course

Lectures and Questions and Answers in the Classroom

Dersi Veren Öğretim Elemanları

Dr. Öğr. Üyesi Mert Anıl Atamer Inst. Doğan Güner

Program Outcomes

1. Possesses foreign language proficiency at the A2 level of the Common European Framework of Reference for Languages (CEFR), sufficient to follow subject-related information and to communicate effectively with professional peers.
2. Demonstrates the ability to communicate in English at a basic level appropriate for everyday and professional contexts.
3. Is capable of understanding written English at a basic level, including texts relevant to everyday and professional contexts.
4. Demonstrates an understanding of the basic grammatical structures required for effective communication in professional English.

Weekly Contents

Order	PreparationInfo	Laboratory	TeachingMethods	Theoretical	Practise
1	http://auzefkitap.istanbul.edu.tr/kitap/kok/yabancidiling1.pdf Preliminary preparations can be made in the relevant section https://www.youtube.com/watch?v=kihcowDpRf0&list=PLdnRMhr1tBS58vttlBiPi-SBXnjc1ZnON		Presentation, lecturing		professional terms
2	http://auzefkitap.istanbul.edu.tr/kitap/kok/yabancidiling1.pdf Preliminary preparations can be made in the relevant section https://www.youtube.com/watch?v=kihcowDpRf0&list=PLdnRMhr1tBS58vttlBiPi-SBXnjc1ZnON		Presentation, lecturing		professional terms
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4	http://auzefkitap.istanbul.edu.tr/kitap/kok/yabancidiling1.pdf Preliminary preparations can be made in the relevant section https://www.youtube.com/watch?v=kihcowDpRf0&list=PLdnRMhr1tBS58vttlBiPi-SBXnjc1ZnON		Presentation, lecturing		professional terms
5	http://auzefkitap.istanbul.edu.tr/kitap/kok/yabancidiling1.pdf Preliminary preparations can be made in the relevant section https://www.youtube.com/watch?v=kihcowDpRf0&list=PLdnRMhr1tBS58vttlBiPi-SBXnjc1ZnON		Presentation, lecturing		professional terms
6	http://auzefkitap.istanbul.edu.tr/kitap/kok/yabancidiling1.pdf Preliminary preparations can be made in the relevant section https://www.youtube.com/watch?v=kihcowDpRf0&list=PLdnRMhr1tBS58vttlBiPi-SBXnjc1ZnON		Presentation, lecturing		professional terms

Order	PreparationInfo	Laboratory TeachingMethods	Theoretical Practise
7	http://auzefkitap.istanbul.edu.tr/kitap/kok/yabancidiling1.pdf Preliminary preparations can be made in the relevant section https://www.youtube.com/watch?v=kihcowDpRf0&list=PLdnRMhr1tBS58vttlBiPi-SBXnjc1ZnON	Presentation, lecturing	professional terms
8			Visa exam
9	http://auzefkitap.istanbul.edu.tr/kitap/kok/yabancidiling1.pdf Preliminary preparations can be made in the relevant section https://www.youtube.com/watch?v=kihcowDpRf0&list=PLdnRMhr1tBS58vttlBiPi-SBXnjc1ZnON	Presentation, lecturing	professional terms
10	http://auzefkitap.istanbul.edu.tr/kitap/kok/yabancidiling1.pdf Preliminary preparations can be made in the relevant section https://www.youtube.com/watch?v=kihcowDpRf0&list=PLdnRMhr1tBS58vttlBiPi-SBXnjc1ZnON	Presentation, lecturing	professional terms
11	http://auzefkitap.istanbul.edu.tr/kitap/kok/yabancidiling1.pdf Preliminary preparations can be made in the relevant section https://www.youtube.com/watch?v=kihcowDpRf0&list=PLdnRMhr1tBS58vttlBiPi-SBXnjc1ZnON	Presentation, lecturing	professional terms
12	http://auzefkitap.istanbul.edu.tr/kitap/kok/yabancidiling1.pdf Preliminary preparations can be made in the relevant section https://www.youtube.com/watch?v=kihcowDpRf0&list=PLdnRMhr1tBS58vttlBiPi-SBXnjc1ZnON	Presentation, lecturing	professional terms
13	http://auzefkitap.istanbul.edu.tr/kitap/kok/yabancidiling1.pdf Preliminary preparations can be made in the relevant section https://www.youtube.com/watch?v=kihcowDpRf0&list=PLdnRMhr1tBS58vttlBiPi-SBXnjc1ZnON	Presentation, lecturing	professional terms
14	http://auzefkitap.istanbul.edu.tr/kitap/kok/yabancidiling1.pdf Preliminary preparations can be made in the relevant section https://www.youtube.com/watch?v=kihcowDpRf0&list=PLdnRMhr1tBS58vttlBiPi-SBXnjc1ZnON	Presentation, lecturing	professional terms
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16			final exam

Workload

Activities	Number	PLEASE SELECT TWO DISTINCT LANGUAGES
Vize	1	1,00
Final	1	1,00
Ders Öncesi Bireysel Çalışma	5	2,00
Ders Sonrası Bireysel Çalışma	5	2,00
Ara Sınav Hazırlık	5	4,00
Final Sınavı Hazırlık	5	4,00
Teorik Ders Anlatım	14	3,00

Assesments

Activities	Weight (%)
Ara Sınav	40,00
Final	60,00

	P.O. 1	P.O. 2	P.O. 3	P.O. 4	P.O. 5	P.O. 6	P.O. 7	P.O. 8	P.O. 9	P.O. 10	P.O. 11	P.O. 12	P.O. 13
L.O. 1											1		
L.O. 2											1		
L.O. 3											1		
L.O. 4											1		

Table :

- P.O. 1 :** Başta iktisat olmak üzere işletme ve alt dalları hakkında yeterli alt yapıyı oluşturur.
- P.O. 2 :** Disiplinler arası çalışarak diğer alanlardan edindiği bilgileri bankacılık ve sigortacılık sektörü içerisinde kullanmayı bilir.
- P.O. 3 :** Alanıyla ilgili kaynak araştırması yaparak veri tabanları ve diğer bilgi kaynaklarını kullanır.
- P.O. 4 :** Bireysel olarak disiplini içi ve disiplini dışı takımlarda etkin olarak çalışır.
- P.O. 5 :** Bankacılık mesleği hakkında teorik ve pratikte gerekli konuları bilir.
- P.O. 6 :** Bankacılık sektöründeki karşılaşılabilecek herhangi bir problemi yine bankacılık hakkında edindiği bilgileri kullanarak çözer.
- P.O. 7 :** Sigortacılık sektöründeki karşılaşılabilecek herhangi bir problemi yine sigortacılık hakkında edindiği bilgileri kullanarak çözer.
- P.O. 8 :** Sigortacılık mesleği hakkında teorik ve pratikte gerekli konuları bilir.
- P.O. 9 :** Bankacılık ve sigortacılık alanındaki gelişmeleri sürekli takip ederek kendini yeniler.
- P.O. 10 :** Atatürk ilke ve inkılablarını bilir.
- P.O. 11 :** Avrupa Dil portföyü A2 genel düzeyinde (en az alanındaki bilgileri takip edebilecek ve meslektaşları ile iletişim kurabilecek kadar) yabancı dil bilgisine sahiptir.
- P.O. 12 :** Alanının gerektirdiği en az Avrupa Bilgisayar kullanma Lisansı Temel düzeyinde bilgisayar yazılımı ile birlikte bilişim ve iletişim teknolojilerini kullanır.
- P.O. 13 :** Türkçe sözlü ve yazılı etkin iletişim kurar.
- L.O. 1 :** Avrupa Dil portföyü A2 genel düzeyinde (en az alanındaki bilgileri takip edebilecek ve meslektaşları ile iletişim kurabilecek kadar) yabancı dil bilgisine sahiptir.
- L.O. 2 :** Temel düzeyde İngilizce iletişim kurabilir.
- L.O. 3 :** Temel düzeyde bir İngilizce metni anlayabilir.
- L.O. 4 :** Mesleki İngilizce için gerekli temel gramer yapılarını bilir.