

**2017-2018 ACADEMIC YEAR / SPRING TERM**

**MODERN LANGUAGES DEPARTMENT ENG COURSES OPERATIONAL PLAN FOR ASSIGNMENTS AND EXAMS**

<b>ENG101 ACADEMIC REPORT WRITING AND COMMUNICATION SKILLS I OPERATIONAL PLAN</b>		
<b>ASSIGNMENT / EXAM</b>	<b>TIME / DATE</b>	<b>NOTES</b>
<b>QUIZ (10 points)</b>	<p><b>Announcement:</b> WEEK 4 &amp; 5 (19-23 FEB &amp; 26 FEB - 2 MARCH.)</p> <p><b>Assignment:</b> WEEK 6 (5-9 MARCH 2018)</p>	<ul style="list-style-type: none"> <li>It will be given in the 1<sup>st</sup> BLOCK and 1<sup>st</sup> LESSON of the week. It will include questions on paraphrasing techniques.</li> </ul>
<b>MIDTERM EXAM (30 points)</b>	WEEK 10 ( 4 APRIL 2018)	<ul style="list-style-type: none"> <li>Content memo will be shared latest in Week 9. Students should check it on the website and on Turnitin.</li> </ul>
<b>SUMMARY ASSIGNMENT (10 points)</b>	<p><b>Announcement:</b> WEEK 8 &amp; 10 (19-23 MARCH &amp; 2-6 APRIL 2018)</p> <p><b>Assignment:</b> WEEK 11 (9-13 APRIL 2018)</p>	<ul style="list-style-type: none"> <li>Guideline for the assignment including the rubric will be shared in the classroom and on Turnitin in the first block of <u>Week 10</u>.</li> <li>Summary Assignment is an in-class assignment that will be given <u>in the second blocks</u> of Week 11.</li> <li>Students will not be given the articles that they will summarize beforehand. They will read the text and summarize it during the assignment hours. They can bring their hard copy dictionaries to the assignment hour.</li> </ul>
<b>PRESENTATIONS (10 points)</b>	<p><b>Announcement:</b> WEEK 11 (9-13 APRIL 2018)</p> <p><b>Assignment:</b> WEEK 13-14 (23-27 APRIL &amp; 30 APRIL - 4 MAY 2018)</p>	<ul style="list-style-type: none"> <li>Guideline for the presentations including the rubric will be shared in the classroom in the first blocks of the week. Students are to choose time and date for their presentations in this week. (Week 11)</li> <li>If the students do not choose date and time for their presentations on time, their instructors will appoint a time and date and upload the necessary information to Turnitin.</li> <li>Students are to be in the classroom during their presentation time. They are to send their Ppts <u>via e-mail</u> latest a day before their presentation date otherwise they will lose 2 points.</li> </ul>
<b>END-OF-TERM EXAM (40 pts.)</b>	Time and Date of the exam will be announced by Student Affairs Department.	<ul style="list-style-type: none"> <li>You will find the detailed information on Turnitin and school website latest one week before the exam.</li> </ul>

**ENG102 ACADEMIC REPORT WRITING AND COMMUNICATION SKILLS II  
OPERATIONAL PLAN**

ASSIGNMENT / EXAM	TIME / DATE	NOTES
<b>QUIZ (10 points)</b>	<b>Announcement:</b> WEEK 5 & 6 (26 FEB.-2 MARCH 2018) (5 – 9 MARCH 2018) <b>Assignment:</b> WEEK 7 (12-16 MARCH 2018)	<ul style="list-style-type: none"> <li>It will be given in the 1<sup>st</sup> BLOCK and in the 1<sup>st</sup> LESSON of the week. It will include a reading text and comprehension &amp; reference questions on it.</li> </ul>
<b>MIDTERM EXAM (30 points)</b>	WEEK 10 ( 4 APRIL 2018)	<ul style="list-style-type: none"> <li>Content memo will be shared latest in Week 9. Students should check it on the website and on Turnitin.</li> </ul>
<b>REACTION ESSAY ASSIGNMENT (10 points)</b>	<b>Announcement:</b> WEEK 10 (2-6 APRIL 2018) <b>Assignment:</b> WEEK 12 (16-20 APRIL 2018)	<ul style="list-style-type: none"> <li>Guideline for the assignment including the rubric and the article will be shared in the classroom in the first blocks of this week. (Week 10)</li> <li>Reaction Essay Assignment is an in-class assignment that will be given <u>in the first lessons of the second blocks of Week 12 (it will take 60 mins.)</u></li> <li>It is students' responsibility to bring their articles (given them beforehand) to the classroom.</li> <li>Students are not allowed to use their hard copy dictionaries / mobile phones during the assignment.</li> </ul>
<b>PRESENTATIONS (10 points)</b>	<b>Announcement:</b> WEEK 11 (9-13 APRIL 2018) <b>Assignment:</b> WEEK 13-14 (23-27 APRIL / 30 APRIL-4 MAY 2018)	<ul style="list-style-type: none"> <li>Guideline for the presentations including the rubric will be shared in the classroom in the first blocks of the week 11. Students are to choose time and date for their presentations in this week. (Week 11)</li> <li>If the students do not choose date and time for their presentations on time, their instructors will appoint a time and date and upload the necessary information to Turnitin.</li> <li>Students are to be in the classroom during their presentation time. They are to send their Ppts <u>via e-mail</u> latest a day before their presentation date; otherwise they will lose 2 points.</li> </ul>
<b>END-OF-TERM EXAM (40 pts.)</b>	Time and Date of the exam will be announced by Student Affairs Department.	<ul style="list-style-type: none"> <li>You will find the detailed information on Turnitin and school website latest one week before the exam.</li> </ul>

## ENG202 COMMUNICATION SKILLS AND ACADEMIC REPORT WRITING IV OPERATIONAL PLAN

ASSESSMENT	DATE/TIME	DETAILS
<b>VIDEO PRESENTATION ANALYSIS (15 pts.)</b>	<b>WEEK 5 – Last Lesson Hour</b> (26 Feb. -2 Mar.)	In <b>WEEK 3</b> (12-16 Feb.), you will be assigned a video to watch at home. In week 5 when you come to the class, you will write your video presentation analysis. You will find the detailed information on Turnitin in the Video Presentation analysis announcement.
<b>VISUAL PRESENTATION (15 pts.)</b>	<b>WEEK 6</b> (5-9 Mar) & <b>WEEK 7</b> (12-16 Mar.)	In <b>WEEK 5</b> (19-23 Feb.), presentation timetable and topics will be announced in the class and via Turnitin after your lessons. You can find detailed information in your Course Pack and on Turnitin (See ‘Visual Presentation Guideline’).
<b>MID-TERM EXAM (20 pts.)</b>	<b>April 4, 2018</b> <b>Wednesday</b>	Time and places of the exam will be announced via Turnitin and in the classes latest one week before the exam.
<b>INFORMATIVE PRESENTATION (20pts.)</b>	<b>WEEK 12</b> (16-20 Apr.) <b>WEEK 13</b> (23-28Apr.) <b>WEEK 14</b> (30 Apr.-4 May.)	You need to choose your topics and get approval from your instructor before your lesson in Week 1; otherwise, a topic will be assigned to you randomly by your instructor. <b>WEEK 11</b> (9 – 13 Apr.), Presentation timetable and topics will be announced in the class and via Turnitin after your lessons. You can find detailed information in your Course Pack and on Turnitin (See ‘Informative Presentation Guideline’).
<b>END-OF-TERM EXAM (30 pts.)</b>	Time and Date of the exam will be announced by Student Affairs Department.	You will find the detailed information on Turnitin and school website latest one week before the exam.

**Students are to be in the classroom on time when they have assignments / exams / presentations. There is no make-up for in-class assignments / quizzes / presentations.**

## ENG 302 / EMP 102 / EDP 102 OPERATIONAL PLAN

SPRING 2017-2018

NAME OF THE ACTIVITY	DEADLINE	ANNOUNCEMENTS/DETAILS
MOCK INTERVIEW I	<b>Between 26 Feb – 02 Mar (Within Week 5)</b> (Each student will take the interview at his/her designated time.)	Each student will be given a time slot (to be shared on the university website) in respective with his/her own section and take the interview in the classroom. They will prepare for a simulated job interview based on the provided job advertisement.
MOCK INTERVIEW II (MIDTERM EXAM)	<b>Between 09 – 20 Apr (Within Weeks 11 and 12)</b> (Each student will take the interview at his/her designated time.)	Each student will be given a time slot (to be shared on the university website) in respective with his/her own section and take the interview in the classroom. They will prepare for a simulated job interview based on the provided job advertisement for each department.
BUSINESS MEETING VIDEO ASSIGNMENT	<b>April 18<sup>th</sup> until 17.00 (Week 12)</b> <b>April 11<sup>th</sup> until 23.59 for Agenda E-mail (Week 11)</b> (Students will submit the CV/DVD to their instructor)	Students are to carry out a short business meeting as a group and video-record it as instructed and informed before.
PERSONAL SWOT ANALYSIS ASSIGNMENT	<b>May 04<sup>th</sup> until 17.00 (Week 14)</b> (Students will submit the CV/DVD to their instructor)	Each student will video-record his/her own SWOT presentation video along with a presentation form. Students of the same group in the meeting video assignments will combine their videos in one CV/DVD.
END-OF-TERM EXAM	<b><i>The exact date of the end-of-term exam is to be announced by Student Affairs Department.</i></b>	Student will take the final exam based on the announcement on Turnitin and the university's website within the range of specified topics.

2017-2018 SPRING TERM **ENG 112** ASSIGNMENT&EXAM CALENDAR

	<b>DATE</b>	<b>DEADLINE</b>
<b>1<sup>st</sup> Writing Task:</b> “Students will write about their favourite movie by giving short information about what happens in it/what kind of movie it is/who the actors are using ‘Simple Present Tense’ & ‘Object Pronouns’”	19-23 FEBRUARY	<u>26 FEBRUARY-02 MARCH</u> (It will be handed to the Instructor in the second blocks)
<b>1<sup>st</sup> Speaking Task:</b> “Students will choose a place and tell things can be done & can’t be done there to their partners.”	26 FEBRUARY-02 MARCH	<u>5-9 MARCH</u> ((It will be handed to the Instructor via USB in the second blocks)
<b>2<sup>nd</sup> Writing Task:</b> “Students will write about the activities they like & hate doing together with their families/best friends in their free time.”	5-9 MARCH	<u>12-16 MARCH</u> (It will be handed to the Instructor in the second blocks)
<b>QUIZ</b>	12-16 MARCH	Quiz will be held in second blocks.
<b>3<sup>rd</sup> Writing Task:</b> “Students will write a letter to their pen friends as if they are on holiday now and they will write about what/ which different activities (different from the regular time) they are doing on this holiday”	19-23 MARCH	<u>2-6 APRIL</u> (It will be handed to the Instructor in the second blocks)
<b>2<sup>nd</sup> Speaking Task:</b> “Students will show a room in their house/dormitory and describe the objects in it using ‘There is/are/isn’t/aren’t any..’”	19-23 MARCH	<u>2-6 APRIL</u> ((It will be handed to the Instructor via USB in the second blocks)
<b>MIDTERM EXAM</b>	<b>4 APRIL,2018</b>	
<b>POSTER PRESENTATION</b>	9-13 APRIL	Date&Time of the Poster Presentation will be shared by the Instructors. Please contact with your Instructor.
<b>SPEAKING EXAM</b>	23-27 APRIL	Date&Time of the Speaking Exam will be shared by the Instructors. Please contact with your Instructor.

2017-2018 SPRING TERM **ENG 212** ASSIGNMENT&EXAM CALENDAR

	<b>DATE</b>	<b>DEADLINE</b>
<b>1<sup>st</sup> Speaking Task:</b> “Students will prepare a short talk using a photo of a dead singer/ artist/ actor/ scientist and talk about his/her biography using was/were.”	19-23 FEBRUARY	<u>26 FEBRUARY-02 MARCH</u> (It will be handed to the Instructor via USB in the class hour)
<b>1<sup>st</sup> Writing Task:</b> “Students will write about the last time they went on a nice holiday and write what happened there using ‘Simple Past Tense: Regular & Irregular Verbs’”	5-9 MARCH	<u>12-16 MARCH</u> (It will be handed to the Instructor in the class hour)
<b>QUIZ</b>	12-16 MARCH	Quiz will be held in the class hour.
<b>2<sup>nd</sup> Writing Task:</b> Students will write about their dream house and describe the rooms, objects in it using ‘There is/there are’ by using a picture.	19-23 MARCH	<u>2-6 APRIL</u> (It will be handed to the Instructor in the class hour)
<b>2<sup>nd</sup> Speaking Task:</b> “As a pair work, students will prepare a dialogue to ask for & give directions in a town to find a specific place using necessary phrases learnt.”	19-23 MARCH	<u>2-6 APRIL</u> ((It will be handed to the Instructor via USB in the class hour)
<b>MIDTERM EXAM</b>	<b>4 APRIL,2018</b>	
<b>POSTER PRESENTATION</b>	9-13 APRIL	Date&Time of the Poster Presentation will be shared by the Instructors. Please contact with your Instructor.
<b>3<sup>rd</sup> Writing Task:</b> “Students will write about their first day at university and compare it with what they do/feel today using ‘Comparative Adjectives/ Simple Present/ Simple Past Tense’.”	16-20 APRIL	<u>23-27 APRIL</u> (It will be handed to the Instructor in the class hour)
<b>SPEAKING EXAM</b>	23-27 APRIL	Date&Time of the Speaking Exam will be shared by the Instructors. Please contact with your Instructor.

2017-2018 SPRING TERM **ENG 312** ASSIGNMENT&EXAM CALENDAR

	<b>DATE</b>	<b>DEADLINE</b>
<b>1<sup>st</sup> Writing Task:</b> “Students will write one optimistic and one pessimistic paragraph (with at least 5 sentences in each) about what will happen 5 years later in their lives.”	19-23 FEBRUARY	<u>26 FEBRUARY-02 MARCH</u> (It will be handed to the Instructor in the class hour)
<b>2nd Writing Task:</b> “Students will write about how to make a good impression at a job interview using ‘infinitive+to’ and tenses learnt to give advice”	12-16 MARCH	<u>19-23 MARCH</u> (It will be handed to the Instructor in the class hour)
<b>1st Speaking Task:</b> “Students will prepare a dialogue with their partners about how to become a good designer/painter/artist by asking and answering questions using ‘to infinitive’ and the tenses learnt.”	12-16 MARCH	<u>19-23 MARCH</u> (It will be handed to the Instructor via USB in the class hour)
<b>MIDTERM EXAM</b>	<b>4 APRIL,2018</b>	
<b>3rd Writing Task:</b> “Students will write a formal e-mail to the manager of a school abroad telling that they would like to study there during summer using the necessary phrases learnt.”	2-6 APRIL	<u>16-20 APRIL</u> (It will be handed to the Instructor in the class hour)
<b>2nd Speaking Task:</b> “Students will choose a place for them and introduce this place to one of their friends by telling the rules using modals and modifiers.”	2-6 APRIL	<u>16-20 APRIL</u> (It will be handed to the Instructor via USB in the class hour)
<b>POSTER PRESENTATION</b>	9-13 APRIL	Date&Time of the Poster Presentation will be shared by the Instructors. Please contact with your Instructor.
<b>SPEAKING EXAM</b>	23-27 APRIL	Date&Time of the Speaking Exam will be shared by the Instructors. Please contact with your Instructor.