

COURSE SYLLABUS						
Course Title	Course Code	Semester	Course Hour/Week		Credit	ECTS
Academic English 1	SOFL 101 Group 1,2,3	1	Theory N/A	Practice N/A	3	4
Course Type	Compulsory Courses	Department Elective	Faculty Elective	University Elective	CoHE (YÖK) Compulsory	Other
	X				X	
Level of Course	Associate Degree (Short Cycle)		Undergraduate (First Cycle)		Graduate / Doctoral (Second / Third Cycle)	
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Language of Instruction	English
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<p>Course Objectives</p>	<p>SOFL 101 is a CEFR B1+ English for Business and Academic Purposes course designed for faculty students. It is a 16-week Fall Semester course, with a minimum of 1 hour of instruction per week.</p> <p>During the semester, students are expected to achieve the CEFR B1+ English language proficiency level. SOFL 101 represents the first phase of the English for Academic Purposes (CEFR B1+) courses offered to faculty students.</p> <p>This course aims to equip students with the English language skills required for their future careers in both business and academia. As creative arts and design students, they need to communicate effectively in the global language—whether they pursue a career in academia, enter the international job market, or start their own business.</p> <p>Through the Step Up Online Courses, students will focus on Business English and Skills for Employability on a self-paced platform, which is monitored and assessed by the course instructor.</p>
<p>Course Learning Outcomes</p>	<p>The syllabus implements a two sided approach to emphasis these skills.</p> <ul style="list-style-type: none"> • With teacher-sourced material students will focus on Academic English. Reading and understanding texts that consist mainly of high frequency everyday language. • Listening and understanding main points of clear standard speech on familiar matters, current affairs, and topics of personal or professional interests. • Communicate effectively in academic and professional context • Collaborate productively in diverse teams • Critical thinking; analyzing and evaluating information • Develop leadership skills and techniques • Use higher level business and academic vocabulary • Prepare and deliver a formal presentation utilizing business and academic vocabulary • Compose formal academic essays

<p>Course Content</p>	<p>Reading and Listening Reception “All that Art is”</p> <p>Writing For and Against Essay Problem - Solution Essay</p> <p>Study Skills Listening and note-taking Delivering an effective presentation</p>
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COURSE OUTLINE / SCHEDULE ARTS						
Week	BUSINESS Topic	Implementation (theory/practice)	Required Reading, Preliminary preparation	GSE	CEFR	ACADEMIC
WEEK 1 20 th - 24 th October 2025	OPENING LECTURE (introduction to course syllabus, ...) Codes will be given to the students.	Practice	-	-	-	-
WEEK 2 27 th - 31 st October 2025 (29 th of October National Holiday)	MODULE 1 - COMMUNICATION 1 RESOLVING CONFLICT <u>Listening Reception</u> <ul style="list-style-type: none"> • Can identify the main points in a radio or TV program on a work-related topic. • Can recall the main points of a work-related recorded presentation. • Can recognize examples and their relation to the idea they support. • Can distinguish between main ideas and supporting details in a simple presentation or lecture. • Can take effective notes while listening to a simple, straightforward presentation or lecture on a familiar topic. 	Practice	Step Up Course Book Module 1 Communication 1 “Resolving Conflict” + <u>Reading Reception</u> Unlock 4 (One Drive) Unit 7	52	B1+ (51–58)	<u>Reading Reception</u> <ul style="list-style-type: none"> • Can practice the reading skills required to understand articles as well as the vocabulary needed to comprehend the text itself.

	<ul style="list-style-type: none"> • Can identify the use of clarification language in a simple presentation or lecture. • Can recognize discourse markers that introduce supporting examples. • Can follow the details of someone’s personal and professional experience from an interview or presentation. <p><u>Spoken Production</u></p> <ul style="list-style-type: none"> • Can carry out a prepared interview, checking and confirming information as necessary. • Can demonstrate their understanding of the key issues in a disagreement on a topic familiar to them, and make simple requests for confirmation and/or clarification. <p><u>Reading Reception</u></p> <ul style="list-style-type: none"> • Can distinguish between different viewpoints in a simple academic text. • Can analyze problem and solution relationships in a structured text. • Can infer meaning based on information in a text. <p><u>Writing Production</u></p> <ul style="list-style-type: none"> • Can take notes during a lecture that are precise enough for their own use at a later date, provided the topic is within their field of interest, and the lecture is clear and well structured. 		<p>“All that Art is”</p>		<p>52 B1+ (51–58)</p> <p>55 B1+ (51–58)</p> <p>58 B1+ (51–58)</p> <p>57 B1+ (51–58)</p> <p>50 B1 (43–50)</p> <p>55 B1+ (51–58)</p> <p>58 B1+ (51–58)</p> <p>55 B1+ (51–58)</p>	
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	<ul style="list-style-type: none"> • Can write a description of a real or imagined event (e.g., a recent trip). • Can write about experiences, feelings and reactions in a simple connected text. • Can point out the most important episodes and events in a clearly structured narrative in everyday language, and explain the significance of events and the connections between them. • Can make suggestions and recommendations on work-related topics. • Can write notes when someone is describing a problem. • Can write a transcript of a simple interview. 			54	B1+ (51–58)	
				53	B1+ (51–58)	
				50	B1 (43–50)	
				50	B1 (43–50)	
				54	B1+ (51–58)	
				57	B1+ (51–58)	
				54	B1+ (51–58)	
WEEK 3 3 rd - 7 th November 2025	MODULE 2 – COMMUNICATION 2 HANDLING MISCOMMUNICATION <u>Listening Reception</u> <ul style="list-style-type: none"> • Can identify the main points in a radio or TV program on a work-related topic. • Can recall the main points of a work-related recorded presentation. 	Practice	Step Up Course Book Module 2 Communication 2 “Handling Communication”	52	B1+ (51–58)	<u>Reading Reception</u> Can practice the reading skills required to understand articles as well as the vocabulary needed to comprehend the text itself.

			<p style="text-align: center;">+</p> <p><u>Reading Reception</u></p> <p>Unlock 4 (One Drive)</p> <p>Unit 7 Pg 152, 153, 154</p> <p>“All that Art is”</p>	51	B1+ (51–58)	
	<ul style="list-style-type: none"> • Can distinguish between main ideas and supporting details in a simple presentation or lecture. • Can take effective notes while listening to a simple, straightforward presentation or lecture on a familiar topic. • Can identify details that support a point of view in a simple presentation or lecture aimed at a general audience. • Can understand the details of someone’s personal and professional experience from an interview or presentation. <p><u>Reading Reception</u></p> <ul style="list-style-type: none"> • Can distinguish between different viewpoints in a simple academic text. 	Practice		53	B1+ (51–58)	
				53	B1+ (51–58)	
				51	B1+ (51–58)	
				58	B1+ (51–58)	
				55	B1+ (51–58)	
				58		

	<ul style="list-style-type: none"> • Can recognise problem and solution relationships in a structured text. • Can identify key details in work-related documents. • Can search the internet for specific every day or work-related information. 			55 44	B1+ (51–58) B1+ (51–58) B1 (43–50)	
	<p><u>Writing Production</u></p> <ul style="list-style-type: none"> • Can take notes of key points during a talk on a familiar topic, if delivered clearly. • Can take notes during a lecture that are precise enough for their own use at a later date, provided the topic is within their field of interest, and the lecture is clear and well structured. • Can support a main idea with examples and reasons. • Can prepare a simple outline to organize ideas and information. 	Practice		55 54 57 48	B1+ (51–58) B1+ (51–58) B1+ (51–58) B1 (43–50)	
	<ul style="list-style-type: none"> • Can write a description of a real or imagined event (e.g., a recent trip). • Can write about experiences, feelings and reactions in a simple connected text. • Can point out the most important episodes and events in a clearly structured narrative in everyday language, and explain the significance of events and the connections between them. 			53 50 50 54	B1+ (51–58) B1 (43–50) B1 (43–50) B1+ (51–58)	

	<ul style="list-style-type: none"> • Can make suggestions and recommendations on work-related topics. • Can take notes while researching a familiar topic. 			53	B1+ (51–58)	
<p>WEEK 4 10th - 14th November 2025</p>	<p>MODULE 3 – GOAL SETTING MONITORING PROGRESS</p> <p><u>Listening Reception</u></p> <ul style="list-style-type: none"> • Can identify the main points in a radio or TV program on a work-related topic. • Can recall the main points of a work-related recorded presentation. • Can differentiate the key points about a radio program on a familiar topic. • Can distinguish between main ideas and supporting details in a simple presentation or lecture. • Can take effective notes while listening to a simple, straightforward presentation or lecture on a familiar topic. • Can follow an everyday conversation or informal interview on common topics. • Can recognize inferred meaning in a simple presentation or lecture. • Can recognize that ideas in a simple presentation or lecture contrast when signaled by stress. • Can collect the details of someone’s personal and 		<p>Step Up Course Book</p> <p>Module 3 Goal Setting</p> <p>“Monitoring Progress”</p> <p>+</p> <p><u>Writing Production</u></p> <p>One Drive</p> <p>+</p> <p>instructor’s own materials on for and against essay</p>	52	B1+ (51–58)	<p><u>Writing Production</u></p> <ul style="list-style-type: none"> • Use examples, facts, or statistics to back up both supporting and opposing arguments. • Can structure the essay clearly: introduction → arguments for arguments against → conclusion.
			51	B1+ (51–58)		
			53	B1+ (51–58)		
			53	51		
			53	53		
			51	53		
			59	B2 (59–66)		
			56	B1+ (51–58)		

	<p>professional experience from an interview or presentation.</p> <p><u>Spoken Production</u></p> <ul style="list-style-type: none"> Can carry out a prepared interview, checking and confirming information as necessary. <p><u>Reading Reception</u></p> <ul style="list-style-type: none"> Can recognise problem and solution relationships in a structured text. 			58	B1+ (51–58)		
	<p><u>Writing Production</u></p> <ul style="list-style-type: none"> Can take notes of key points during a talk on a familiar topic, if delivered clearly. Can take notes during a lecture that are precise enough for their own use at a later date, provided the topic is within their field of interest, and the lecture is clear and well structured. Can write a description of a real or imagined event (e.g., a recent trip). Can write about experiences, feelings and reactions in a simple connected text. Can point out the most important episodes and events in a clearly structured narrative in everyday language and explain the significance of 	Practice		57	B1+ (51–58)		
				58	B1+ (51–58)		
				55	B1+ (51–58)		
				54	B1+ (51–58)		
				53	B1+ (51–58)		
				50	B1 (43–50)		
				50	B1 (43–50)		

	<p>events and the connections between them.</p> <ul style="list-style-type: none"> • Can make suggestions and recommendations on work-related topics. • Can prepare a simple questionnaire in order to gather data. • Can write a transcript of a simple interview. 			54	B1+ (51–58)	
				48	B1 (43–50)	
				54	B1+ (51–58)	
<p>WEEK 5 17th – 21st November 2025</p>	<p>MODULE 4 – TEAMWORK SOLVING TEAM PROBLEMS <u>Listening Reception</u></p> <ul style="list-style-type: none"> • Can identify the main points in a radio or TV program on a work-related topic. • Can recall the main points of a work-related recorded presentation. • Can recognise problem and solution relationships in informal conversation. • Can infer the details of someone’s personal and professional experience from an interview or presentation. 		<p>Step Up Course Book</p> <p>Module 4</p> <p>Teamwork</p> <p>“Solving Team Problems”</p> <p>+</p> <p><u>Writing Production</u></p> <p>For and Against Essay</p> <p>One Drive</p> <p>+</p> <p>instructor’s own materials on for and against essay</p>	52	B1+ (51–58)	<p><u>Writing Production</u></p> <ul style="list-style-type: none"> • Use examples, facts, or statistics to back up both supporting and opposing arguments. • Can structure the essay clearly: introduction → arguments for → arguments against → conclusion.

	<p><u>Spoken Production</u></p> <ul style="list-style-type: none"> • Can carry out a prepared interview, checking and confirming information as necessary. 			57	B1+ (51–58)	
	<p><u>Reading Reception</u></p> <ul style="list-style-type: none"> • Can identify the writers' communicative purpose in a text. • Can define problem and solution relationships in a structured text. • Can identify key details in work-related documents. • Can identify the main topic and related ideas in a structured text. • Can summarize, comment on and discuss a wide range of factual and imaginative texts. • Can generally understand details of events, feelings and wishes in letters, emails and online postings. 			57	B1+ (51–58)	
				58	B1+ (51–58)	
				55	B1+ (51–58)	
				49	B1 (43–50)	
				66	B2 (59–66)	
				51	B1+ (51–58)	
	<p><u>Writing Production</u></p> <ul style="list-style-type: none"> • Can take notes on a simple academic text. • Can summarize in writing the information and arguments contained in texts on subjects of general or personal interest. 			50	B1 (43–50)	
				58	B1+ (51–58)	

	<ul style="list-style-type: none"> • Can clearly signal problem and solution relationships in structured text. • Can write a description of a real or imagined event (e.g., a recent trip). • Can point out the most important episodes and events in a clearly structured narrative in everyday language and explain the significance of events and the connections between them. • Can make suggestions and recommendations on work-related topics. • Can write notes when someone is describing a problem. • Can paraphrase more simply the main points made in short, straightforward texts on familiar subjects (e.g., short magazine articles, interviews) to make the contents accessible for others. 			62	B2 (59–66)	
				53	B1+ (51–58)	
				50	B1 (43–50)	
				54	B1+ (51–58)	
				57	B1+ (51–58)	
				56	B1+ (51–58)	
WEEK 6 24th – 28th November 2025	<p>MODULE 5 – CRITICAL THINKING</p> <p>ANALYSING and EVALUATING INFORMATION</p> <p><u>Listening Reception</u></p> <ul style="list-style-type: none"> • Can identify the main points in a radio or TV program on a work-related topic. • Can recall the main points of a work-related recorded presentation. 		Step Up Course Book Module 5 Critical Thinking “Analyzing and Evaluating Information”	52	B1+ (51–58)	
				51	B1+ (51–58)	

	<ul style="list-style-type: none"> • Can infer the details of someone’s personal and professional experience from an interview or presentation. 			58	B1+ (51–58)	
	<p><u>Reading Reception</u></p> <ul style="list-style-type: none"> • Can predict the writer’s purpose in a simple academic text, if guided by questions. • Can critically evaluate the effectiveness of a simple descriptive essay. • Can identify key information in an extended text or article. • Can identify different types of supporting details in a simple academic text, in order to answer specific questions. • Can identify the sources of information in a simple academic text. • Can critically evaluate the quality of sources used in a simple text. • Can identify the writers’ communicative purpose in a text. • Can recognize inferred meaning in a structured text, if guided by questions. • Can distinguish between fact and opinion in a simple academic text. • Can define cause and effect relationships in a structured text. 			53	B1+ (51–58)	
				61	B2 (59–66)	
				57	B1+ (51–58)	
				57	B1+ (51–58)	
				53	B1+ (51–58)	
				61	B2 (59–66)	
				57	B1+ (51–58)	
				60	B2 (59–66)	
				54	B1+ (51–58)	

	<ul style="list-style-type: none"> Can distinguish between fact and opinion in relation to common topics. 			57	B1+ (51–58)	
				51	B1+ (51–58)	
	<p><u>Writing Production</u></p> <ul style="list-style-type: none"> Can write a short, simple work-related report outlining key issues. Can clearly signal chronological sequence in narrative text. Can point out the most important episodes and events in a clearly structured narrative in everyday language and explain the significance of events and the connections between them. Can make suggestions and recommendations on work-related topics. Can make and justify a simple point of view in a work-related document. 			53	B1+ (51–58)	
				52	B1+ (51–58)	
				50	B1 (43–50)	
				54	B1+ (51–58)	
				51	B1+ (51–58)	
<p>WEEK 7 1st – 5th December 2025</p>	<p>MODULE 6 – LEADERSHIP</p> <p>HOW TO BE A LEADER</p> <p><u>Listening Reception</u></p> <ul style="list-style-type: none"> Can identify the main points in a radio or TV program on a work-related topic. Can recall the main points of a work-related recorded presentation. 		<p>Step Up Course Book</p> <p>Module 6</p> <p>Leadership</p> <p>“How to be a leader”</p>	52		
				51	B1+ (51–58)	
					B1+ (51–58)	

	<ul style="list-style-type: none"> • Can distinguish facts from opinions in a simple, straightforward presentation or lecture. • Can explain the main points of feedback about what they are doing well, and what they need to improve on. • Can take effective notes while listening to a simple, straightforward presentation or lecture on a familiar topic. • Can recognize a speaker’s feelings or attitudes. • Can follow the details of someone’s personal and professional experience from an interview or presentation. 			55	B1+ (51–58)	
				48	B1 (43–50)	
				53	B1+ (51–58)	
				50	B1 (43–50)	
				58	B1+ (51–58)	
	<p><u>Spoken Production</u></p> <ul style="list-style-type: none"> • Can carry out a prepared interview, checking and confirming information as necessary. 			57	B1+ (51–58)	
	<p><u>Reading Reception</u></p> <ul style="list-style-type: none"> • Can identify problem and solution relationships in a structured text. • Can infer meaning in a simple academic text, in order to answer specific questions. • Can identify the main topic and related ideas in a structured text. 			58	B1+ (51–58)	
				54	B1+ (51–58)	
				49	B1 (43–50)	

	<p><u>Writing Production</u></p> <ul style="list-style-type: none"> • Can take notes on a simple presentation or lecture aimed at a general audience. • Can take notes during a lecture that are precise enough for their own use at a later date, provided the topic is within their field of interest, and the lecture is clear and well structured. • Can write a description of a real or imagined event (e.g., a recent trip). • Can describe the key themes and characters in short narratives involving familiar situations that contain only high frequency, everyday language. • Can make suggestions and recommendations on work-related topics. • Can take notes of key points during a talk on a familiar topic, if delivered clearly. (• Can paraphrase more simply the main points made in short, straightforward texts on familiar subjects (e.g., short magazine articles, interviews) to make the contents accessible for others. 			50	B1 (43–50)	
				54	B1+ (51–58)	
				53	B1+ (51–58)	
				46	B1 (43–50)	
				54		
				55	B1+ (51–58)	
				56	B1+ (51–58)	
WEEK 8	MIDTERM EXAMS					

<p>8th-12th December 2025</p>						
<p>WEEK 9 15th-19th December 2025</p>	<p>MODULE 7 – SELF-MANAGEMENT TIME-MANAGEMENT STRATEGIES</p> <p><u>Listening Reception</u></p> <ul style="list-style-type: none"> • Can identify the main points in a radio or TV program on a work-related topic. • Can recall the main points of a work-related recorded presentation. • Can recognize cause and effect relationships in a simple presentation or lecture when signaled by discourse markers. • Can define advice on a work-related situation. • Can take effective notes while listening to a simple, straightforward presentation or lecture on a familiar topic. • Can recognize that a new topic has been introduced in a presentation or lecture when signaled by discourse markers. • Can follow chronological sequences in extended informal speech at natural speed. • Can recognize that a speaker is clarifying points they have made in a simple presentation or lecture. 		<p>Step Up Course Book</p> <p>Module 7</p> <p>Self-management</p> <p>“Time-management strategies”</p> <p>+</p> <p>Engaging Into a Formal Presentation (One Drive)</p> <p>How to deliver an effective presentation PPT</p> <p>Tips for Effective PowerPoint Presentations</p>	<p>52</p> <p>51</p> <p>54</p> <p>49</p> <p>53</p> <p>57</p> <p>65</p> <p>54</p>	<p>B1+ (51–58)</p> <p>B1+ (51–58)</p> <p>B1+ (51–58)</p> <p>B1 (43–50)</p> <p>B1+ (51–58)</p> <p>B1+ (51–58)</p>	<p><u>Speaking Production</u></p> <ul style="list-style-type: none"> • Can structure content with a clear introduction, body, and conclusion for easy understanding. • Can Use appropriate language, tone, and gestures to engage and connect with the audience. • Can deliver the presentation within the given timeframe without rushing or leaving out key points.

	<ul style="list-style-type: none"> Can explain the details of someone's personal and professional experience from an interview or presentation. 			58	B2 (59–66) B1+ (51–58) B1+ (51–58)	
	<p><u>Reading Reception</u></p> <ul style="list-style-type: none"> Can infer meaning based on information in a text. Can make inferences about the attitudes and feelings of characters based on evidence in the text. Can identify the main topic and related ideas in a structured text. 			55 63 49	B1+ (51–58) B2 (59–66) B1 (43–50)	
	<p><u>Writing Production</u></p> <ul style="list-style-type: none"> Can summarize information from a simple presentation or lecture aimed at a general audience. Can take notes during a lecture that are precise enough for their own use at a later date, provided the topic is within their field of interest, and the lecture is clear and well structured. Can make suggestions and recommendations on work-related topics. Can describe general work-related experiences. 			54 54 54 50	B1+ (51–58) B1+ (51–58) B1+ (51–58) B1 (43–50)	

	<ul style="list-style-type: none"> • Can support a main idea with explanations and examples in a structured paragraph on a familiar topic. • Can support ideas with relevant examples. • Can use simple graphs and charts to convey information in academic written work. • Can support a main idea with examples and reasons. 			55	B1+ (51–58)	
	<p>MODULE 8 – WELLNESS</p> <p>MANAGING STRESS</p> <p><u>Listening Reception</u></p> <ul style="list-style-type: none"> • Can identify the main points in a radio or TV program on a work-related topic. • Can recall the main points of a work-related recorded presentation. • Can recognize cause and effect relationships in a simple presentation or lecture when signalled by discourse markers. 		<p>Step Up Course Book</p> <p>Module 8</p> <p>Wellness</p> <p>“Managing Stress”</p>	59	B2 (59–66)	
<p>WEEK 10 22nd-26th December 2025</p>				57	B1+ (51–58)	
				57	B1+ (51–58)	
				52	B1+ (51–58)	
				51	B1+ (51–58)	
				54	B1+ (51–58)	

	<ul style="list-style-type: none"> • Can define the key points given in diagrams and visual information used as part of a work-related presentation. • Can take effective notes while listening to a simple, straightforward presentation or lecture on a familiar topic. • Can recognize that a new topic has been introduced in a presentation or lecture when signalled by discourse markers. • Can recognize discourse markers that introduce supporting examples. • Can recall the details of someone's personal and professional experience from an interview or presentation. 			53	B1+ (51–58)	
				53	B1+ (51–58)	
				57	B1+ (51–58)	
				55	B1+ (51–58)	
				58	B1+ (51–58)	
	<p><u>Speaking Production</u></p> <ul style="list-style-type: none"> • Can carry out a prepared interview, checking and confirming information as necessary. 			57	B1+ (51–58)	
	<p><u>Reading Reception</u></p> <ul style="list-style-type: none"> • Can paraphrase cause and effect relationships in a structured text. • Can infer meaning based on information in a text. • Can make inferences about the attitudes and feelings of characters based on evidence in the text. 			57		
				55	B1+ (51–58)	
				63	B1+ (51–58)	
					B2 (59–66)	

	<ul style="list-style-type: none"> Can identify the main topic and related ideas in a structured text. 			49	B1 (43–50)	
	<p><u>Writing Production</u></p> <ul style="list-style-type: none"> Can summarize information from a simple presentation or lecture aimed at a general audience. Can take notes during a lecture that are precise enough for their own use at a later date, provided the topic is within their field of interest, and the lecture is clear and well structured. Can make suggestions and recommendations on work-related topics. Can write a description of a real or imagined event (e.g., a recent trip). Can clearly signal cause and effect relationships in a structured text. Can support a main idea with examples and reasons. Can prepare a simple questionnaire in order to gather data. Can take notes of key points during a talk on a familiar topic, if delivered clearly. 			54	B1+ (51–58)	
				54	B1+ (51–58)	
				54	B1+ (51–58)	
				53	B1+ (51–58)	
				60	B2 (59–66)	
				60	B1+ (51–58)	
				57	B1 (43–50)	
				48	B1+ (51–58)	
				55		
	MODULE 9 – SOCIAL RESPONSIBILITY		Step Up Course Book			

<p>WEEK 11</p> <p>29th December 2025 –2nd January 2026</p> <p>(1st of January New Year’s Day)</p>	<p>BUSINESS SUSTAINABILITY</p> <p><u>Listening Reception</u></p> <ul style="list-style-type: none"> • Can identify the main points in a radio or TV program on a work-related topic. • Can recall the main points of a work-related recorded presentation. • Can summarise the key points about a radio program on a familiar topic. • Can recognize examples and their relation to the idea they support. • Can recognize when examples are being given in a structured presentation on an unfamiliar topic. • Can take effective notes while listening to a simple, straightforward presentation or lecture on a familiar topic. • Can recognize inferred meaning in a simple presentation or lecture. • Can understand problem and solution relationships in informal conversation. • Can recall the details of someone’s personal and professional experience from an interview or presentation. 		<p>Module 9</p> <p>Social Responsibility</p> <p>“Business Sustainability”</p> <p>+</p> <p><u>Reading Reception</u></p> <p>Unlock 4 (One Drive)</p> <p>Unit 7</p> <p>Pg, 155, 156, 157</p> <p>“ Photography as Art”</p>	<p>52</p> <p>51</p> <p>53</p> <p>55</p> <p>61</p> <p>53</p> <p>59</p> <p>58</p> <p>58</p>	<p>B1+ (51–58)</p> <p>B1+ (51–58)</p> <p>B1+ (51–58)</p> <p>B1+ (51–58)</p> <p>B2 (59–66)</p> <p>B1+ (51–58)</p> <p>B2 (59–66)</p> <p>B1+ (51–58)</p> <p>B1+ (51–58)</p>	<p><u>Reading Reception</u></p> <ul style="list-style-type: none"> • Can practice the reading skills required to understand articles as well as the vocabulary needed to comprehend the text itself.
	<p><u>Spoken Production</u></p>					

	<ul style="list-style-type: none"> • Can carry out a prepared interview, checking and confirming information as necessary. • Can ask someone to elaborate on a point in an academic discussion, using simple language. • Can ask people to elaborate on specific points they made in their initial explanation. 			57	B1+ (51–58)	
				55	B1+ (51–58)	
				57	B1+ (51–58)	
	<p><u>Reading Reception</u></p> <ul style="list-style-type: none"> • Can identify key details in work-related documents. • Can identify the use of paraphrasing in a simple academic text. 			55	B1+ (51–58)	
				60	B2 (59–66)	
	<p><u>Writing Production</u></p> <ul style="list-style-type: none"> • Can write a transcript of a simple interview. • Can support ideas with relevant examples. • Can paraphrase more simply the main points made in short, straightforward texts on familiar subjects (e.g., short magazine articles, interviews) to make the contents accessible for others. • Can write a description of a real or imagined event (e.g., a recent trip). • Can use common connectors to tell a story or describe an event in writing. 				B1+ (51–58)	
				54	B2 (59–66)	
				59	B1+ (51–58)	
				56	B1+ (51–58)	
					B1+ (51–58)	

	<ul style="list-style-type: none"> • Can make suggestions and recommendations on work-related topics. • Can support a main idea with examples and reasons. • Can take notes while researching a familiar topic. 			53	B1+ (51–58)	
<p>WEEK 12 5th –9nd January 2026</p>	<p>MODULE 10 - BRANDING</p> <p>CREATING A CAREER PORTFOLIO</p> <p><u>Listening Reception</u></p> <ul style="list-style-type: none"> • Can identify the main points in a radio or TV program on a work-related topic. • Can recall the main points of a work-related recorded presentation. • Can distinguish between main ideas and supporting details in a simple presentation or lecture. • Can extract key details from a simple academic presentation on a familiar topic, if delivered slowly and clearly. • Can recognize examples and their relation to the idea they support. 		<p>Step Up Course Book</p> <p>Module 10</p> <p>Branding</p> <p>“Creating a Career Portfolio”</p>	51	B1+ (51–58)	
				51	B1+ (51–58)	
				54	B1+ (51–58)	
				57		
				53		

	<ul style="list-style-type: none"> • Can take effective notes while listening to a simple, straightforward presentation or lecture on a familiar topic. • Can extract the key details from discussions in meetings conducted in clear, standard speech. • Can recognize that a new topic has been introduced in a presentation or lecture when signalled by discourse markers. • Can recall the details of someone’s personal and professional experience from an interview or presentation. 			55 53 57 57 58		
	<p><u>Reading Reception</u></p> <ul style="list-style-type: none"> • Can compare information given in different texts and media on the same topic. • Can distinguish between facts and opinions in simple written proposals. • Can compare a resume/CV against a job posting to determine if key requirements have been met. • Can understand duties and responsibilities listed in job descriptions. 			58 50 54 48		

	<p><u>Writing Production</u></p> <ul style="list-style-type: none"> • Can support ideas with relevant examples. • Can take notes during a lecture that are precise enough for their own use at a later date, provided the topic is within their field of interest, and the lecture is clear and well structured. • Can develop a clear written description or narrative with relevant supporting detail, and examples. • Can make suggestions and recommendations on work-related topics. • Can write a simple project plan with key deliverables. • Can use appropriate outlines to organize ideas. • Can write a resume/CV with basic information about educational and work history. • Can write short, simple biographies about real or imaginary people. • Can write a list of skills in relation to specific information mentioned in a job posting. 			59		
				54		
				65		
				54		
				55		
				58		
				45		
				51		
				51		
WEEK 13	MODULE 11 – JOB SEARCH		Step Up Course Book			<p><u>Writing Production</u></p> <ul style="list-style-type: none"> • Can use evidence, examples, and

<p>12th-16th January 2026</p>	<p>THE INFORMATION INTERVIEW</p> <p><u>Listening Reception</u></p> <ul style="list-style-type: none"> • Can identify the main points in a radio or TV program on a work-related topic. • Can recall the main points of a work-related recorded presentation. • Can recognize examples and their relation to the idea they support. • Can recall the details of someone’s personal and professional experience from an interview or presentation. 		<p>Module 11</p> <p>Job Search</p> <p>“The Information Interview” +</p> <p><u>Writing Production</u></p> <p>One Drive + instructor’s own materials on problem solution essay</p>	<p>52</p> <p>51</p> <p>55</p> <p>58</p>		<p>logical reasoning to support claims about both the problem and the solution.</p> <ul style="list-style-type: none"> • Can structure the essay logically (introduction → problem → solution → evaluation → conclusion).
	<p><u>Spoken Production</u></p> <ul style="list-style-type: none"> • Can briefly give reasons and explanations for opinions, plans and actions. • Can formulate questions and feedback to encourage people to expand on their thinking and justify or clarify their opinions. <p><u>Reading Reception</u></p> <ul style="list-style-type: none"> • Can make inferences or predictions about the content of newspaper and 			<p>51</p> <p>66</p> <p>60</p>		

	<p>magazine articles from headings, titles or headlines.</p> <ul style="list-style-type: none"> • Can identify the main organising themes of simple academic texts in their field of specialisation. • Can identify the writers' communicative purpose in a text. • Can identify key information in an extended text or article. • Can identify the main topic and related ideas in a structured text. 			61		
	<p><u>Writing Production</u></p> <ul style="list-style-type: none"> • Can take notes on a simple academic text. • Can write bullet points to summarize key points in a structured text. • Can make a short instructional or informational text easier to understand by presenting it as a list of separate points. • Can give advice, including reasons. • Can write a description of a real or imagined event (e.g., a recent trip). • Can write about experiences, feelings and reactions in a simple connected text. • Can point out the most important episodes and events in a clearly structured narrative in everyday language and explain the significance of 			50		
				55		
				56		
				61		
				53		
				50		
				50		

	<p>events and the connections between them.</p> <ul style="list-style-type: none"> • Can make suggestions and recommendations on work-related topics. • Can use appropriate outlines to organize ideas. • Can prepare a simple questionnaire in order to gather data. • Can write a list of key points to be covered during an interview or meeting. 			54		
<p>WEEK 14 19th-23rd January 2026</p>	<p>MODULE 12 - INTERVIEWING</p> <p>THE INTERVIEW</p> <p><u>Listening Reception</u></p> <ul style="list-style-type: none"> • Can identify the main points in a radio or TV program on a work-related topic. • Can recall the main points of a work-related recorded presentation. • Can recognize examples and their relation to the idea they support. • Can predict a range of questions in a job interview. • Can recall the details of someone’s personal and professional experience from an interview or presentation. 		<p>Step Up Course Book</p> <p>Module 12</p> <p>Interviewing</p> <p>“The Interview”</p>	52		
				58		
				51		
				55		
				57		

	<ul style="list-style-type: none"> • Can distinguish facts from opinions in a simple, straightforward presentation or lecture. 			55		
	<p><u>Reading Reception</u></p> <ul style="list-style-type: none"> • Can identify the writers' communicative purpose in a text. • Can scan an interview transcript for key information. • Can extract key details from an article on a business-related topic. • Can recognize examples and their relation to the idea they support. • Can infer meaning based on information in a text. • Can identify the main topic and related ideas in a structured text. • Can define duties and responsibilities listed in job descriptions. • Can identify key details in work-related documents. 			57 56 63 54 55 49 48 55		
	<p><u>Writing Production</u></p> <ul style="list-style-type: none"> • Can take notes on a simple academic text. • Can express a personal opinion in a simple academic text. • Can give advice, including reasons. 			50 49 61		

	<ul style="list-style-type: none"> • Can summarize in writing the information and arguments contained in texts on subjects of general or personal interest. • Can write a description of a real or imagined event (e.g., a recent trip). • Can develop a clear written description or narrative with relevant supporting detail, and examples. • Can point out the most important episodes and events in a clearly structured narrative in everyday language and explain the significance of events and the connections between them. • Can make suggestions and recommendations on work-related topics. • Can support a main idea with explanations and examples in a structured paragraph on a familiar topic. • Can write a simple summary of factual work-related information. 			58		
				53		
				65		
				50		
				54		
				55		
				52		

WEEK 15 26 th -30 th January 2026	Exit test: Students complete the exit test in the online course as assigned.				
WEEK 16 2 nd -5 th February 2026	FINAL EXAMS				

ASSESSMENT		
Learning Activities	NUMBER	WEIGHT in %
Mid-Term	1	40
Quiz		
Assignment		
Project		
Field Study		
Presentation / Seminar	1	20

		(The presentation is part of the final exam and belongs to the academic side of the course.)
Studio Practice		
Other (class participation)		
Contribution of Final Examination/Final Project/ Dissertation to the Final Grade	1	60
TOTAL		

ECTS / STUDENT WORKLOAD				
ACTIVITIES	NUMBER	UNIT	HOUR	TOTAL (WORKLOAD)
Course Teaching Hour (16 weeks total course hours)	1	12		42
Preliminary Preparation and self- study	12		4	28
Mid-Term	1		2	5
Quiz				
Assignment				
Project				
Field Study				

Presentation / Seminar	1		8	12
Studio Practice				
Final Examination/ Final Project/ Dissertation	1		2	5
Other				
TOTAL WORKLOAD				
TOTAL WORKLOAD / 25				3.6
ECTS				4



	SDG 3: Good Health and Well-Being	
	SDG 4: Quality Education	
	SDG 10: Reduced Inequalities	
	SDG 11: Sustainable Cities and Communities	
	SDG 17: Partnership for the Goals	

ASSESSMENT DETAILS AND EVALUATION CRITERIA:	
<p>Final Grades will be determined based on the Course Learning Activities, including assignments, the Midterm Exam, and the Final Exam, in accordance with the Education and Examination Regulations of the university. Students will complete a face to face Midterm Exam worth 40% of the overall grade and a Final Exam worth 60%. The Midterm Exam consists of 20% academic writing (essay) and 80% reading, listening, and scaffolding tasks (Step Up). The Final Exam includes 20% presentations (academic component), 60% reading, listening, and scaffolding tasks (Step Up), and 20% academic writing (essay). Students who successfully complete all 12 modules and meet the assessment thresholds (above 70% in each module and above 80% overall) will be awarded a Pearson-Credly digital badge, which can be displayed on LinkedIn profiles or resumes. This internationally recognized badge certifies the student’s achievement at the designated CEFR/GSE level of the course and is accepted worldwide as evidence of English language proficiency.</p>	
PREPARED BY	Sena Tanta / Yasemin Kılıç
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