

COURSE SYLLABUS						
Course Title	Course Code	Semester	Course Hour/Week		Credit	ECTS
Academic English 1	SOFL 102 Group 1,2,3	2	<b>Theory</b> N/A	<b>Practice</b> N/A	3	4
<b>Course Type</b>	Compulsory Courses	Department Elective	Faculty Elective	University Elective	CoHE (YÖK) Compulsory	Other
	X				X	
<b>Level of Course</b>	Associate Degree (Short Cycle)		Undergraduate (First Cycle)		Graduate / Doctoral (Second / Third Cycle)	
			x			

<b>Language of Instruction</b>	English
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<b>Course Instructor(s)</b>	İNANÇ UÇARÖZ SENA TANTA GÜLAYDIN BENJAMIN BAILE	E-mail : <a href="mailto:inanc.ucaroz@arucad.edu.tr">inanc.ucaroz@arucad.edu.tr</a> <a href="mailto:sena.tanta@arucad.edu.tr">sena.tanta@arucad.edu.tr</a> <a href="mailto:benjamin.baillie@arucad.edu.tr">benjamin.baillie@arucad.edu.tr</a>  Office : EVOFF 04 & EVOFF 03 & EVOFF01
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<p><b>Course Objectives</b></p>	<p>SOFL 102 is a <b>CEFR B2-level English for Business and Academic Purposes</b> course designed for faculty students. The course is offered during the <b>16-week Spring Semester</b> and includes <b>a minimum of one hour of instruction per week</b>.</p> <p>Throughout the semester, students are expected to further develop their English language proficiency in line with the <b>CEFR B2 level of the Common European Framework of Reference for Languages (CEFR)</b>. <b>SOFL 102 constitutes the second stage of the English for Academic Purposes (EAP) programme offered to faculty students</b>, building on the competencies developed in the preceding course.</p> <p>The course aims to equip students with the <b>academic and professional English language skills necessary for their future careers in both academic and professional contexts</b>. As students of creative arts and design, they are expected to communicate effectively in English as a global language, whether they pursue academic pathways, enter the international job market, or establish their own professional practices or businesses.</p> <p>As part of the course, students will engage with the <b>Step Up Online Courses</b>, where they will focus on <b>Business English and Skills for Employability</b> through a <b>self-paced digital learning platform</b>. Student progress on the platform will be <b>regularly monitored and assessed by the course instructor</b> as part of the overall course requirements.</p>
<p><b>Course Learning Outcomes</b></p>	<p>The syllabus implements a two sided approach to emphasis these skills.</p> <ul style="list-style-type: none"> <li>• With teacher-sourced material students will focus on Academic English. Reading and understanding texts that consist mainly of high frequency everyday language.</li> <li>• Listening and understanding main points of clear standard speech on familiar matters, current affairs, and topics of personal or professional interests.</li> <li>• Communicate effectively in academic and professional context</li> <li>• Collaborate productively in diverse teams</li> <li>• Critical thinking; analyzing and evaluating information</li> <li>• Develop leadership skills and techniques</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Use higher level business and academic vocabulary</li><li>• Prepare and deliver a formal presentation utilizing business and academic vocabulary</li><li>• Compose formal academic essays</li></ul> |
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<p><b>Course Content</b></p>	<p><b>Reading and Listening Reception</b></p> <p>“Ikea’s Global Success” “Changing Eating Habits in Italy” “Distance Learning VS Face-to-Face Learning” “ Should Healthcare Be Free?”</p> <p><b>Writing</b></p> <p>Cause and Effect Essay Compare and Contrast Essay</p> <p><b>Study Skills</b></p> <p>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 2 <sup>nd</sup> – 6 <sup>th</sup> March 2026	<b>OPENING LECTURE</b> (introduction to course syllabus, ...)  <b>Codes will be given to the students.</b>	Practice	-	-	-	-
WEEK 2 9 <sup>th</sup> – 13 <sup>th</sup> March 2026	<b>MODULE 1 - COMMUNICATION 1</b> <b>ACTIVE LISTENING</b> <u>Listening Reception</u> <ul style="list-style-type: none"> <li>• Can understand most details of programs and interviews on work-related topics. (P)</li> <li>• Can extract specific details from a program on a work-related topic. (P)</li> <li>• Can understand main points and check comprehension by using contextual clues. (Ca)</li> <li>• Can recognize inferred meaning in a simple presentation or lecture. (P)</li> <li>• Can recognize that a speaker is clarifying points they have made in a simple presentation or lecture. (P)</li> </ul>	Practice	Step Up Course Book  Module 1 Communication 1  “Active Listening”  +  <u>Reading Reception</u>  Unlock 4 Reading & Writing Unit 1  Pg 19-20	63 65 64  59  54	B2 (59–66) B2 (59–66) B2 (59–66)  B2 (59–66)  B1+ (51–58)	<u>Reading Reception</u> <ul style="list-style-type: none"> <li>• Can practice the reading skills required to understand articles as well as the vocabulary needed to comprehend the text itself.</li> </ul>

	<ul style="list-style-type: none"> <li>• Can recognize paraphrasing and repetition in a straightforward presentation or lecture. (P)</li> <li>• Can understand the details of someone’s personal and professional experience from an interview or presentation. (P)</li> </ul> <p><b><u>Spoken Production</u></b></p> <ul style="list-style-type: none"> <li>• Can use questions, comments and simple reformulations to maintain the focus of a discussion. (C2018a)</li> <li>• Can ask for general feedback about a business idea or proposal. (P)</li> </ul> <p><b><u>Reading Reception</u></b></p> <ul style="list-style-type: none"> <li>• Can distinguish supporting details from the main points in a text. (P)</li> <li>• Can identify examples in an academic text to support an argument. (P)</li> <li>• Can recognize inferred meaning in a structured text, if guided by questions. (P)</li> </ul> <p><b><u>Writing Production</u></b></p> <ul style="list-style-type: none"> <li>• Can take notes on a presentation or lecture in their field of specialization. (P)</li> <li>• Can take notes during a lecture that are precise enough for their own use at a</li> </ul>		<p>“Ikea’s Global Success”</p>	<p>61</p> <p>58</p> <p>56</p> <p>54</p> <p>61</p> <p>65</p> <p>60</p> <p>61</p> <p>54</p>	<p>B2 (59–66)</p> <p>B1+ (51–58)</p> <p>B1+ (51–58)</p> <p>B1+ (51–58)</p> <p>B2 (59–66)</p> <p>B2 (59–66)</p> <p>B2 (59–66)</p> <p>B2 (59–66)</p> <p>B1+ (51–58)</p>	
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	<p>later date, provided the topic is within their field of interest and the lecture is clear and well structured. (C2018a)</p> <ul style="list-style-type: none"> <li>• Can write detailed notes from a face-to-face conversation. (P)</li> <li>• Can develop a clear written description or narrative with relevant supporting detail and examples. (Ca)</li> <li>• Can write a structured text clearly signalling main points and supporting details. (P)</li> <li>• Can support ideas with relevant examples. (P)</li> <li>• Can link a logical series of ideas leading to a suggested conclusion in a written report. (P)</li> </ul>			64	B2 (59–66)	
				65	B2 (59–66)	
				62	B2 (59–66)	
				59	B2 (59–66)	
				68	B2+ (67–75)	
<b>WEEK 3</b> <b>16<sup>th</sup> – 20<sup>th</sup></b> <b>March 2026</b> <b>(20<sup>th</sup> –</b> <b>Religious</b> <b>Holiday:</b> <b>Bayram)</b>	<p><b>MODULE 2 – COMMUNICATION 2</b></p> <p><b>HANDLING MISCOMMUNICATION</b></p> <p><b><u>Listening Reception</u></b></p> <ul style="list-style-type: none"> <li>• Can understand most details of programs and interviews on work-related topics. (P)</li> <li>• Can extract specific details from a program on a work-related topic. (P)</li> <li>• Can understand main points and check comprehension by using contextual clues. (Ca)</li> <li>• Can understand specialized vocabulary used in presentations or discussions within their field. (P)</li> </ul>	Practice	Step Up Course Book Module 2 Communication 2 “Building Rapport” + <u><b>Reading Reception</b></u> Unlock 4 (One Drive)	63	B2 (59–66)	<p><b><u>Reading Reception</u></b></p> <p>Can practice the reading skills required to understand articles as well as the vocabulary needed to comprehend the text itself.</p>
				65	B2 (59–66)	
				64	B2 (59–66)	
				66	B2 (59–66)	

	<ul style="list-style-type: none"> <li>• Can recognize inferred meaning in a simple presentation or lecture. (P)</li> <li>• Can understand the main points of a work-related recorded presentation. (P)</li> <li>• Can recognize the tone and intended audience of a formal presentation. (P)</li> <li>• Can understand the details of someone’s personal and professional experience from an interview or presentation. (P)</li> </ul>		Unit 1 Pg 23 “Changing Eating Habits in Italy”	59 51 66 58	B2 (59–66) B1+ (51–58) B2 (59–66) B1+ (51–58)	
	<p><b><u>Spoken Production</u></b></p> <ul style="list-style-type: none"> <li>• Can carry out an interview in order to research a specific topic. (P)</li> <li>• Can include small talk in a negotiation in order to maintain rapport. (P)</li> </ul> <p><b><u>Reading Reception</u></b></p> <ul style="list-style-type: none"> <li>• Can infer meaning in a simple academic text, in order to answer specific questions. (P)</li> <li>• Can recognize inferred meaning in a structured text, if guided by questions. (P)</li> <li>• Can recognize the tone and intended audience of a structured text. (P)</li> <li>• Can recognize the writer’s point of view in a structured text. (P)</li> <li>• Can identify examples in an academic text to support an argument. (P)</li> </ul>	Practice		62 54 54 60 65 58 65	B2 (59–66) B2 (59–66) B1+ (51–58) B2 (59–66) B1+ (51–58) 6B2 (59–66)	

	<p><b><u>Writing Production</u></b></p> <ul style="list-style-type: none"> <li>• Can take notes on a presentation or lecture in their field of specialization. (P)</li> <li>• 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. (C2018a)</li> <li>• Can develop a clear written description or narrative with relevant supporting detail and examples. (Ca)</li> <li>• Can write a structured text clearly signalling main points and supporting details. (P)</li> <li>• Can link a logical series of ideas leading to a suggested conclusion in a written report. (P)</li> </ul>	Practice		61	B2 (59–66)	
				54	B1+ (51–58)	
				65	B2 (59–66)	
				62	B2 (59–66)	
				68	B2+ (67–75)	
<p><b>WEEK 4</b> 22<sup>nd</sup> – 27<sup>th</sup> March 2026</p>	<p><b>MODULE 3 – GOAL SETTING</b> <b>MONITORING PROGRESS</b></p> <p><b><u>Listening Reception</u></b></p> <ul style="list-style-type: none"> <li>• Can understand most details of programs and interviews on work-related topics. (P)</li> <li>• Can extract specific details from a program on a work-related topic. (P)</li> </ul>		<p>Step Up Course Book</p> <p>Module 3 Goal Setting</p> <p>“Strategic Career Goals”</p> <p>+</p>	63	B2 (59–66)	<p><b><u>Writing Production</u></b></p> <ul style="list-style-type: none"> <li>• Use examples, facts, or statistics to back up both supporting and opposing arguments.</li> <li>• Can structure the essay clearly: introduction →</li> </ul>
				65	B2 (59–66)	

	<ul style="list-style-type: none"> <li>• Can understand main points and check comprehension by using contextual clues. (Ca)</li> <li>• Can understand specialized vocabulary used in presentations or discussions within their field. (P)</li> <li>• Can understand the details of someone's personal and professional experience from an interview or presentation. (P)</li> <li>• Can understand the details of someone's personal and professional experience from an interview or presentation. (P)</li> </ul> <p><b><u>Spoken Production</u></b></p> <ul style="list-style-type: none"> <li>• Can carry out an interview in order to research a specific topic. (P)</li> <li>• Can describe goals using a range of expressions. (P)</li> </ul> <p><b><u>Reading Reception</u></b></p> <ul style="list-style-type: none"> <li>• Can infer meaning in a simple academic text, in order to answer specific questions. (P)</li> <li>• Can understand written explanations of skills needed for career progression. (P)</li> <li>• Can identify different types of supporting details in a simple academic text, in order to answer specific questions. (P)</li> </ul>		<p><b><u>Writing Production</u></b></p> <p><b>One Drive</b> + <b>Instructor's own materials on Cause and Effect Essay</b></p>	64 66 58  58  64 65 54 53 57	B2 (59–66) B2 (59–66) B1+ (51–58)  B1+ (51–58)  B2 (59–66) B2 (59–66) B1+ (51–58) B1+ (51–58) B1+ (51–58)	<p>arguments for arguments against → conclusion.</p>
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	<ul style="list-style-type: none"> <li>• Can identify examples in an academic text to support an argument. (P)</li> <li>• Can recognize the writer's point of view in a structured text. (P)</li> </ul>			65	B2 (59–66)	
				58	B1+ (51–58)	
	<p><b><u>Writing Production</u></b></p> <ul style="list-style-type: none"> <li>• Can take notes on a presentation or lecture in their field of specialization. (P)</li> <li>• 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. (C2018a)</li> <li>• Can develop a clear written description or narrative with relevant supporting detail and examples. (Ca)</li> <li>• Can write a structured text clearly signalling main points and supporting details. (P)</li> <li>• Can use fact and opinion effectively in writing. (P)</li> </ul>	Practice		61	B2 (59–66)	
				54	B1+ (51–58)	
				65	B2 (59–66)	
				62	B2 (59–66)	
				66	B2 (59–66)	
<p><b>WEEK 5</b> 30<sup>th</sup> March – 3<sup>rd</sup> April 2026</p>	<p><b>MODULE 4 – TEAMWORK</b> <b>SOLVING TEAM PROBLEMS</b> <b><u>Listening Reception</u></b></p>		Step Up Course Book Module 4 Teamwork			<p><b><u>Writing Production</u></b></p> <ul style="list-style-type: none"> <li>• Use examples, facts, or statistics to back up both supporting and opposing arguments.</li> </ul>

	<ul style="list-style-type: none"> <li>• Can understand most details of programs and interviews on work-related topics. (P)</li> <li>• Can extract specific details from a program on a work-related topic. (P)</li> <li>• Can understand main points and check comprehension by using contextual clues. (Ca)</li> <li>• Can understand specialized vocabulary used in presentations or discussions within their field. (P)</li> <li>• Can understand the details of someone's personal and professional experience from an interview or presentation. (P)</li> <li>• Can extract the key details from discussions in meetings conducted in clear, standard speech. (P)</li> <li>• Can infer attitude and mood in discussions by using contextual, grammatical and lexical cues. (Ca)</li> <li>• Can recognize cause and effect relationships in a linguistically complex presentation or lecture when signalled by discourse markers. (P)</li> </ul>		<p>“Preventing and Managing Group Conflict”</p> <p>+</p> <p><b><u>Writing Production</u></b></p> <p><b>Cause and Effect Essay</b></p> <p><b>One Drive</b></p> <p>+</p> <p><b>Instructor's own materials on Cause and Effect Essay</b></p>	<p>63</p> <p>65</p> <p>64</p> <p>66</p> <p>58</p> <p>57</p> <p>71</p> <p>68</p>	<p>B2 (59–66)</p> <p>B2 (59–66)</p> <p>B2 (59–66)</p> <p>B2 (59–66)</p> <p>B1+ (51–58)</p> <p>B1+ (51–58)</p> <p>B2+ (67–75)</p> <p>B2+ (67–75)</p>	<ul style="list-style-type: none"> <li>• Can structure the essay clearly: introduction → arguments for → arguments against → conclusion.</li> </ul>
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	<p><b><u>Spoken Production</u></b></p> <ul style="list-style-type: none"> <li>• Can carry out an interview in order to research a specific topic. (P)</li> <li>• Can propose action to be taken to resolve a conflict in a simple negotiation using fixed expressions. (P)</li> </ul>			64	B2 (59–66)		
				64	B2 (59–66)		
	<p><b><u>Reading Reception</u></b></p> <ul style="list-style-type: none"> <li>• Can infer meaning in a simple academic text, in order to answer specific questions. (P)</li> <li>• Can understand cause and effect relationships in a structured text. (P)</li> <li>• Can infer the meaning of words from context in work-related documents on familiar topics. (P)</li> </ul>			54	B1+ (51–58)		
				57	B1+ (51–58)		
				59	B2 (59–66)		
	<p><b><u>Writing Production</u></b></p> <ul style="list-style-type: none"> <li>• Can take notes on a presentation or lecture in their field of specialization. (P)</li> <li>• 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. (C2018a)</li> <li>• Can signal cause and effect relationships when writing an academic text by using discourse markers. (P)</li> </ul>			61	B2 (59–66)		
				54	B1+ (51–58)		
				65	B2 (59–66)		

	<ul style="list-style-type: none"> <li>• Can write a structured text clearly signalling main points and supporting details. (P)</li> <li>• Can use fact and opinion effectively in writing. (P)</li> </ul>			62	B2 (59–66)	
				66	B2 (59–66)	
<b>WEEK 6</b> 6 <sup>th</sup> – 10 <sup>th</sup> April 2026	<b>MODULE 5 – CRITICAL THINKING</b>  <b>ANALYSING and EVALUATING INFORMATION</b>  <u>Listening Reception</u>		Step Up Course Book  Module 5  Critical Thinking  “Evaluating Information”			
	<ul style="list-style-type: none"> <li>• Can understand most details of programs and interviews on work-related topics. (P)</li> </ul>			63	B2 (59–66)	
	<ul style="list-style-type: none"> <li>• Can extract specific details from a program on a work-related topic. (P)</li> </ul>			65	B2 (59–66)	
	<ul style="list-style-type: none"> <li>• Can understand main points and check comprehension by using contextual clues. (Ca)</li> </ul>			64	B2 (59–66)	
	<ul style="list-style-type: none"> <li>• Can recognize inferred meaning in a simple presentation or lecture. (P)</li> </ul>			59	B2 (59–66)	
	<u>Reading Reception</u>			58	B1+ (51–58)	
	<ul style="list-style-type: none"> <li>• Can extract key details from an article on a business-related topic. (P)</li> </ul>			63	B2 (59–66)	

	<ul style="list-style-type: none"> <li>• Can recognize inferred meaning in a structured text, if guided by questions. (P)</li> <li>• Can identify examples in an academic text to support an argument. (P)</li> <li>• Can take detailed notes on research in their field of specialization. (P)</li> <li>• Can identify the main line of argument in an academic text. (P)</li> <li>• Can evaluate the main points of an academic argument on an unfamiliar topic. (P)</li> <li>• Can infer the meaning of words from context in work-related documents on familiar topics. (P)</li> <li>• Can identify the main conclusions in a text that presents and contrasts arguments in a clearly signalled way. (Ca)</li> <li>• Can research a topic by reading simple academic texts. (P)</li> </ul>			60	B2 (59–66)	
				65	B2 (59–66)	
				72	B2+ (67–75)	
				63	B2 (59–66)	
				71	B2+ (67–75)	
				59	B2 (59–66)	
				59	B2 (59–66)	
				59	B2 (59–66)	
	<p><b><u>Writing Production</u></b></p> <ul style="list-style-type: none"> <li>• Can take notes while researching a familiar topic. (P)</li> <li>• Can compare and evaluate ideas in a structured and logical text. (P)</li> <li>• Can write a conclusion to a simple academic essay. (P)</li> </ul>			53	B1+ (51–58)	
				66	B2 (59–66)	
				58	B1+ (51–58)	

	<ul style="list-style-type: none"> <li>• Can write a structured text clearly signalling main points and supporting details. (P)</li> <li>• Can summarize relevant data or research in support of an argument. (P)</li> <li>• Can make a complicated issue easier to understand by presenting the components of the argument separately. (C2018a)</li> </ul>			62	B2 (59–66)	
				69	B2+ (67–75)	
				72	B2+ (67–75)	
<b>WEEK 7</b> 13 <sup>th</sup> – 17 <sup>th</sup> April 2026	<p><b>MODULE 6 – LEADERSHIP</b></p> <p><b>HOW TO BE A LEADER</b></p> <p><u>Listening Reception</u></p> <ul style="list-style-type: none"> <li>• Can understand most details of programs and interviews on work-related topics. (P)</li> <li>• Can extract specific details from a program on a work-related topic. (P)</li> <li>• Can understand main points and check comprehension by using contextual clues. (Ca)</li> <li>• Can predict the content of a simple presentation or lecture by listening to the introductory statement. (P)</li> <li>• Can extract key details from extended informational academic lectures, if delivered in clear standard speech. (P)</li> </ul>		Step Up Course Book Module 6 Leadership “Building Leadership Skills”	63	B2 (59–66)	
				65	B2 (59–66)	
				64	B2 (59–66)	
				55	B1+ (51–58)	
				67	B2+ (67–75)	

	<ul style="list-style-type: none"> <li>• Can recognize inferred meaning in a simple presentation or lecture. (P)</li> <li>• Can extract the key details from discussions in meetings conducted in clear, standard speech. (P)</li> <li>• Can understand the details of someone’s personal and professional experience from an interview or presentation. (P)</li> </ul>			59	B2 (59–66)	
				57	B1+ (51–58)	
				58	B1+ (51–58)	
	<p><b><u>Spoken Production</u></b></p> <ul style="list-style-type: none"> <li>• Can discuss findings from a research study. (P)</li> </ul>			71	B2+ (67–75)	
	<p><b><u>Reading Reception</u></b></p> <ul style="list-style-type: none"> <li>• Can recognize the writer’s point of view in a structured text. (P)</li> <li>• Can identify examples in an academic text to support an argument. (P)</li> <li>• Can take detailed notes on research in their field of specialization. (P)</li> </ul>			58	B1+ (51–58)	
				65	B2 (59–66)	
				72	B2+ (67–75)	

	<p><b><u>Writing Production</u></b></p> <ul style="list-style-type: none"> <li>• Can take notes on a presentation or lecture in their field of specialization. (P)</li> <li>• 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. (C2018a)</li> <li>• Can develop a clear written description or narrative with relevant supporting detail and examples. (Ca)</li> <li>• Can write a structured text clearly signalling main points and supporting details. (P)</li> </ul>			61	B2 (59–66)	
				54	B1+ (51–58)	
				65	B2 (59–66)	
				62	B2 (59–66)	
<p><b>WEEK 8</b> <b>(Monday Midterm Day)</b> <b>20th – 24th April (23rd April – National</b></p>	<p><b>MODULE 6 – LEADERSHIP</b> <b>HOW TO BE A LEADER</b> <b><u>Listening Reception</u></b></p> <ul style="list-style-type: none"> <li>• Can understand most details of programs and interviews on work-related topics. (P)</li> <li>• Can extract specific details from a program on a work-related topic. (P)</li> </ul>		<p>Step Up Course Book Module 6 Leadership “Building Leadership Skills”</p>	63	B2 (59–66)	
				65	B2 (59–66)	

	<ul style="list-style-type: none"> <li>• Can understand main points and check comprehension by using contextual clues. (Ca)</li> <li>• Can predict the content of a simple presentation or lecture by listening to the introductory statement. (P)</li> <li>• Can extract key details from extended informational academic lectures, if delivered in clear standard speech. (P)</li> <li>• Can recognize inferred meaning in a simple presentation or lecture. (P)</li> <li>• Can extract the key details from discussions in meetings conducted in clear, standard speech. (P)</li> <li>• Can understand the details of someone’s personal and professional experience from an interview or presentation. (P)</li> </ul>			64	B2 (59–66)		
				55	B1+ (51–58)		
				67	B2+ (67–75)		
				59	B2 (59–66)		
				57	B1+ (51–58)		
	<p><b><u>Spoken Production</u></b></p> <ul style="list-style-type: none"> <li>• Can discuss findings from a research study. (P)</li> </ul>			71	B2+ (67–75)		

	<p><b><u>Reading Reception</u></b></p> <ul style="list-style-type: none"> <li>• Can recognize the writer’s point of view in a structured text. (P)</li> <li>• Can identify examples in an academic text to support an argument. (P)</li> <li>• Can take detailed notes on research in their field of specialization. (P)</li> </ul>			58	B1+ (51–58)		
	<p><b><u>Writing Production</u></b></p> <ul style="list-style-type: none"> <li>• Can take notes on a presentation or lecture in their field of specialization. (P)</li> <li>• 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. (C2018a)</li> <li>• Can develop a clear written description or narrative with relevant supporting detail and examples. (Ca)</li> <li>• Can write a structured text clearly signalling main points and supporting details. (P)</li> </ul>			65	B2 (59–66)		
				72	B2+ (67–75)		
				61	B2 (59–66)		
				54	B1+ (51–58)		
				65	B2 (59–66)		
				62	B2 (59–66)		

<p><b>WEEK 9</b> <b>27<sup>th</sup> April –</b> <b>1<sup>st</sup> May (1<sup>st</sup></b> <b>May –</b> <b>National</b> <b>Holiday)</b> <b>2026</b></p>	<p><b>MODULE 7 – SELF-MANAGEMENT</b> <b>TIME-MANAGEMENT STRATEGIES</b></p> <p><b><u>Listening Reception</u></b></p> <ul style="list-style-type: none"> <li>• Can understand most details of programs and interviews on work-related topics. (P)</li> <li>• Can extract specific details from a program on a work-related topic. (P)</li> <li>• Can understand main points and check comprehension by using contextual clues. (Ca)</li> <li>• Can understand specialized vocabulary used in presentations or discussions within their field. (P)</li> <li>• Can critically evaluate the main points of a straightforward presentation or lecture. (P)</li> <li>• Can recognize inferred meaning in a simple presentation or lecture. (P)</li> <li>• Can understand the details of someone’s personal and professional experience from an interview or presentation. (P)</li> </ul>		<p>Step Up Course Book</p> <p>Module 7</p> <p>Self-management</p> <p>“Persistence”</p>	<p>63</p> <p>65</p> <p>64</p> <p>66</p> <p>61</p> <p>59</p> <p>58</p>	<p>B2 (59–66)</p> <p>B2 (59–66)</p> <p>B2 (59–66)</p> <p>B2 (59–66)</p> <p>B2 (59–66)</p> <p>B2 (59–66)</p> <p>B1+ (51–58)</p>	

	<p><b><u>Spoken Production</u></b></p> <ul style="list-style-type: none"> <li>• Can carry out an interview in order to research a specific topic. (P)</li> <li>• Can summarize extracts from news items, interviews or documentaries containing opinions, argument and discussion sources. (C2018a)</li> <li>• Can discuss findings from a research study. (P)</li> </ul>			64	B2 (59–66)		
	<p><b><u>Reading Reception</u></b></p> <ul style="list-style-type: none"> <li>• Can distinguish between the main idea and related ideas in a linguistically complex academic text. (P)</li> <li>• Can compare information given in different texts and media on the same topic. (Wa)</li> <li>• Can recognize inferred meaning in a structured text, if guided by questions. (P)</li> <li>• Can recognize the writer’s point of view in a structured text. (P)</li> <li>• Can identify examples in an academic text to support an argument. (P)</li> </ul>			65	B2 (59–66)		
				71	B2+ (67–75)		

	<p><b><u>Written Production</u></b></p> <ul style="list-style-type: none"> <li>• Can take notes on a presentation or lecture in their field of specialization. (P)</li> <li>• 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. (C2018a)</li> <li>• Can develop a clear written description or narrative with relevant supporting detail and examples. (Ca)</li> <li>• Can write a structured text clearly signalling main points and supporting details. (P)</li> </ul>			61	B2 (59–66)		
	<p><b>MODULE 8 – WELLNESS</b></p> <p><b>MANAGING STRESS</b></p> <p><b><u>Listening Reception</u></b></p> <ul style="list-style-type: none"> <li>• Can understand most details of programs and interviews on work-related topics. (P)</li> <li>• Can extract specific details from a program on a work-related topic. (P)</li> <li>• Can understand main points and check comprehension by using contextual clues. (Ca)</li> </ul>		Step Up Course Book Module 8 Wellness	63	B2 (59–66)		
<p><b>WEEK 10</b> <b>4<sup>th</sup> – 8<sup>th</sup> May</b> <b>2026</b></p>			“Improving Your Wellness”	65	B2 (59–66)		
				64	B2 (59–66)		

	<ul style="list-style-type: none"> <li>• Can distinguish between main ideas and supporting details in a linguistically complex presentation or lecture. (P)</li> <li>• Can understand unscripted speech delivered quickly, if the accent is familiar. (Ca)</li> <li>• Can understand the details of someone's personal and professional experience from an interview or presentation. (P)</li> </ul>			69	B2+ (67–75)	
				64	B2 (59–66)	
				58	B1+ (51–58)	
	<p><b><u>Speaking Production</u></b></p> <ul style="list-style-type: none"> <li>• Can discuss findings from a research study. (P)</li> </ul>			71	B2+ (67–75)	
	<p><b><u>Reading Reception</u></b></p> <ul style="list-style-type: none"> <li>• Can identify the main line of argument in an academic text. (P)</li> <li>• Can distinguish between the main idea and related ideas in a linguistically complex academic text. (P)</li> <li>• Can compare information given in different texts and media on the same topic. (Wa)</li> <li>• Can identify examples in an academic text to support an argument. (P)</li> </ul>			63	B2 (59–66)	
				70	B2+ (67–75)	
				58	B1+ (51–58)	
				65	B2 (59–66)	

	<ul style="list-style-type: none"> <li>• Can recognize inferred meaning in a structured text, if guided by questions. (P)</li> <li>• Can take detailed notes on research in their field of specialization. (P)</li> </ul>			60	B2 (59–66)	
	<p><b><u>Writing Production</u></b></p> <ul style="list-style-type: none"> <li>• Can take notes on a presentation or lecture in their field of specialization. (P)</li> <li>• 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. (C2018a)</li> <li>• Can develop a clear written description or narrative with relevant supporting detail and examples. (Ca)</li> <li>• Can write a structured text clearly signalling main points and supporting details. (P)</li> <li>• Can summarize relevant data or research in support of an argument. (P)</li> </ul>			72	B2+ (67–75)	
				61	B2 (59–66)	
				54	B1+ (51–58)	
				65	B2 (59–66)	
				62	B2 (59–66)	
				69	B2+ (67–75)	

<p><b>WEEK 11</b> <b>11<sup>th</sup> – 15<sup>th</sup></b> <b>May 2026</b></p>	<p><b>MODULE 9 – SOCIAL RESPONSIBILITY</b></p> <p><b>BUSINESS SUSTAINABILITY</b></p> <p><b><u>Listening Reception</u></b></p> <ul style="list-style-type: none"> <li>• Can understand most details of programs and interviews on work-related topics. (P)</li> <li>• Can extract specific details from a program on a work-related topic. (P)</li> <li>• Can understand main points and check comprehension by using contextual clues. (Ca)</li> <li>• Can recognize the speaker’s point of view in a structured presentation. (P)</li> <li>• Can recognize when examples are being given in a structured presentation on an unfamiliar topic. (P)</li> <li>• Can understand unscripted speech delivered quickly, if the accent is familiar. (Ca)</li> <li>• Can understand the details of someone’s personal and professional experience from an interview or presentation. (P)</li> </ul>		<p>Step Up Course Book</p> <p>Module 9</p> <p>Social Responsibility</p> <p>“Giving Back”</p> <p>+</p> <p><b><u>Reading Reception</u></b></p> <p>Unlock 4 (One Drive)</p> <p>Unit 2</p> <p>Pg, 45</p> <p>“ Distance Learning VS Face-to-Face Learning”</p>	<p>63</p> <p>65</p> <p>64</p> <p>63</p> <p>61</p> <p>64</p> <p>58</p>	<p>B2 (59–66)</p> <p>B2 (59–66)</p> <p>B2 (59–66)</p> <p>B2 (59–66)</p> <p>B2 (59–66)</p> <p>B2 (59–66)</p> <p>B1+ (51–58)</p>	<p><b><u>Reading Reception</u></b></p> <ul style="list-style-type: none"> <li>• Can practice the reading skills required to understand articles as well as the vocabulary needed to comprehend the text itself.</li> </ul>

	<p><b><u>Spoken Production</u></b></p> <ul style="list-style-type: none"> <li>• Can carry out an interview in order to research a specific topic. (P)</li> <li>• Can discuss findings from a research study. (P)</li> </ul>			64 71	B2 (59–66) B2+ (67–75)	
	<p><b><u>Reading Reception</u></b></p> <ul style="list-style-type: none"> <li>• Can understand complex, detailed correspondence, with occasional support from a dictionary. (Ca)</li> <li>• Can distinguish supporting details from the main points in a text. (P)</li> <li>• Can recognize the use of cohesive devices to link ideas within and between paragraphs in a written text. (Wa)</li> <li>• Can recognize inferred meaning in a structured text, if guided by questions. (P)</li> <li>• Can take detailed notes on research in their field of specialization. (P)</li> </ul>			70 61 62 60 72	B2+ (67–75) B2 (59–66) B2 (59–66) B2 (59–66) B2+ (67–75)	
	<p><b><u>Writing Production</u></b></p> <ul style="list-style-type: none"> <li>• Can take notes on a presentation or lecture in their field of specialization. (P)</li> </ul>			61	B2 (59–66)	

	<ul style="list-style-type: none"> <li>• 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. (C2018a)</li> <li>• Can develop a clear written description or narrative with relevant supporting detail and examples. (Ca)</li> <li>• Can write a structured text clearly signalling main points and supporting details. (P)</li> <li>• Can summarize relevant data or research in support of an argument. (P)</li> </ul>			54 65 62 69	B1+ (51–58) B2 (59–66) B2 (59–66) B2+ (67–75)	
<p><b>WEEK 12</b> <b>18<sup>th</sup> – 22<sup>nd</sup></b> <b>May (19<sup>th</sup></b> <b>May –</b> <b>National</b> <b>Holiday)</b> <b>2026</b></p>	<p><b>MODULE 10 - BRANDING</b></p> <p><b>CREATING A CAREER PORTFOLIO</b></p> <p><b><u>Listening Reception</u></b></p> <ul style="list-style-type: none"> <li>• Can understand most details of programs and interviews on work-related topics. (P)</li> <li>• Can extract specific details from a program on a work-related topic. (P)</li> <li>• Can understand main points and check comprehension by using contextual clues. (Ca)</li> <li>• Can understand the details of someone’s personal and professional experience from an interview or presentation. (P)</li> </ul>		<p>Step Up Course Book</p> <p>Module 10</p> <p>Branding</p> <p>“Branding Yourself Online”</p> <p>+</p> <p><b>Video Presentation Material</b></p>	63 65 64 58	B2 (59–66) B2 (59–66) B2 (59–66) B1+ (51–58)	

	<p><b><u>Spoken Production</u></b></p> <ul style="list-style-type: none"> <li>• Can carry out an interview in order to research a specific topic. (P)</li> <li>• Can discuss findings from a research study. (P)</li> </ul>			64	B2 (59–66)	
	<p><b><u>Reading Reception</u></b></p> <ul style="list-style-type: none"> <li>• Can extract key details from an article on a business-related topic. (P)</li> <li>• Can identify the writers' communicative purpose in a text. (P)</li> <li>• Can take detailed notes on research in their field of specialization. (P)</li> <li>• Can identify key information in a linguistically complex text. (P)</li> <li>• Can distinguish supporting details from the main points in a text. (P)</li> <li>• Can identify examples in an academic text to support an argument. (P)</li> </ul>			63 57 72 69 61 65	B2 (59–66) B1+ (51–58) B2+ (67–75) B2+ (67–75) B2 (59–66) B2 (59–66)	
	<p><b><u>Writing Production</u></b></p> <ul style="list-style-type: none"> <li>• Can take notes while researching a familiar topic. (P)</li> <li>• Can develop a clear written description or narrative with relevant supporting detail and examples. (Ca)</li> </ul>			53 65	B1+ (51–58) B2 (59–66)	

	<ul style="list-style-type: none"> <li>Can write a structured text clearly signalling main points and supporting details. (P)</li> <li>Can summarize relevant data or research in support of an argument. (P)</li> </ul>			62 69	B2 (59–66) B2+ (67–75)	
<b>WEEK 13</b> 25 <sup>th</sup> – 29 <sup>th</sup> May (30 <sup>th</sup> May – Kurban Bayramı – Religious Holiday)	<p><b>MODULE 11 – JOB SEARCH</b></p> <p><b>THE INFORMATION INTERVIEW</b></p> <p><b><u>Listening Reception</u></b></p> <ul style="list-style-type: none"> <li>Can understand most details of programs and interviews on work-related topics. (P)</li> <li>Can extract specific details from a program on a work-related topic. (P)</li> <li>Can understand main points and check comprehension by using contextual clues. (Ca)</li> <li>Can understand the details of someone’s personal and professional experience from an interview or presentation. (P)</li> </ul>		Step Up Course Book Module 11 Job Search “Researching Companies” + <b><u>Writing Production</u></b>  One Drive + <b>Instructor’s own materials on Compare and Contrast Essay</b>	63 65 64 58	B2 (59–66) B2 (59–66) B2 (59–66) B1+ (51–58)	<p><b><u>Writing Production</u></b></p> <ul style="list-style-type: none"> <li>Can use evidence, examples, and logical reasoning to support claims about both the problem and the solution.</li> <li>Can structure the essay logically (introduction → problem → solution → evaluation → conclusion).</li> </ul>
	<p><b><u>Reading Reception</u></b></p> <ul style="list-style-type: none"> <li>Can extract key details from an article on a business-related topic. (P)</li> </ul>			63	B2 (59–66)	

	<ul style="list-style-type: none"> <li>• Can understand the author’s purpose and intended audience. (P)</li> <li>• Can take detailed notes on research in their field of specialization. (P)</li> <li>• Can identify key information in a linguistically complex text. (P)</li> <li>• Can compare a resume/CV against a job posting to determine if key requirements have been met. (P)</li> <li>• Can extract key details from a company blog or article. (P)</li> <li>• Can research a topic by reading simple academic texts. (P)</li> </ul>			62 72 69 54 53 59	B2 (59–66) B2+ (67–75) B2+ (67–75) B1+ (51–58) B1+ (51–58) B2 (59–66)	
	<p><b><u>Writing Production</u></b></p> <ul style="list-style-type: none"> <li>• Can take notes while researching a familiar topic. (P)</li> <li>• Can develop a clear written description or narrative with relevant supporting detail and examples. (Ca)</li> <li>• Can write a structured text clearly signalling main points and supporting details. (P)</li> <li>• Can use a range of chart types (line, bar, etc.) to convey information in an academic text. (P)</li> </ul>			53 65 62 66	B1+ (51–58) B2 (59–66) B2 (59–66) B2 (59–66)	

<b>WEEK 14</b> 1 <sup>st</sup> – 5 <sup>th</sup> June 2026	<b>MODULE 12 - INTERVIEWING</b>  <b>THE INTERVIEW</b>  <u>Listening Reception</u> <ul style="list-style-type: none"> <li>• Can understand most details of programs and interviews on work-related topics. (P)</li> <li>• Can extract specific details from a program on a work-related topic. (P)</li> <li>• Can understand main points and check comprehension by using contextual clues. (Ca)</li> <li>• Can understand the main points of a work-related recorded presentation. (P)</li> <li>• Can understand the details of someone’s personal and professional experience from an interview or presentation. (P)</li> </ul>		Step Up Course Book  Module 12  Interviewing “Difficult Interview Questions” + <u>Reading Reception</u>  Unlock 4 (One Drive)  Unit 3 Pg, 66-68  “ Should Healthcare Be Free?”	63          65          64          51          58	B2 (59–66)          B2 (59–66)          B2 (59–66)          B1+ (51–58)          B1+ (51–58)	
	<u>Spoken Production</u> <ul style="list-style-type: none"> <li>• Can ask for detailed feedback about specific points of a business idea or proposal. (P)</li> </ul>			66	B2 (59–66)	
	<u>Reading Reception</u> <ul style="list-style-type: none"> <li>• Can identify key details in work-related documents. (P)</li> </ul>			55	B1+ (51–58)	

	<ul style="list-style-type: none"> <li>• Can understand a list of linguistically complex written questions to ask during a job interview. (P)</li> <li>• Can infer the meaning of words from context in work-related documents on familiar topics. (P)</li> <li>• Can extract key details from an article on a business-related topic. (P)</li> <li>• Can take detailed notes on research in their field of specialization. (P)</li> </ul>			71	B2+ (67–75)		
				59	B2 (59–66)		
				63	B2 (59–66)		
				72	B2+ (67–75)		
	<p><b><u>Writing Production</u></b></p> <ul style="list-style-type: none"> <li>• Can take notes on a presentation or lecture in their field of specialization. (P)</li> <li>• 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. (C2018a)</li> <li>• Can develop a clear written description or narrative with relevant supporting detail and examples. (Ca)</li> <li>• Can write a structured text clearly signalling main points and supporting details. (P)</li> <li>• Can describe reactions to different work-related scenarios in detail. (P)</li> </ul>			61	B2 (59–66)		
				54	B1+ (51–58)		
				65	B2 (59–66)		
				62	B2 (59–66)		
				69	B2+ (67–75)		

<b>WEEK 15</b> 8 <sup>th</sup> – 12 <sup>th</sup> June 2026	<b>Exit test: Students complete the exit test in the online course as assigned.</b>					
<b>WEEK 16</b> 15 <sup>th</sup> – 19 <sup>th</sup> June 2026 (16 <sup>th</sup> – Last Day of Course) 18 <sup>th</sup> – 25 <sup>th</sup> June 2026: Final Exam Week	<b>FINAL EXAMS</b>					

<b>ASSESSMENT</b>		
<b>Learning Activities</b>	<b>NUMBER</b>	<b>WEIGHT in %</b>
Mid-Term	<b>1</b>	<b>40</b>
Quiz		

Assignment		
Project		
Field Study		
Presentation / Seminar	1	20 (The video presentation is part of the final exam and belongs to the academic side of the course.)
Studio Practice		
Other (class participation)		
<b>Contribution of Final Examination/Final Project/ Dissertation to the Final Grade</b>	1	60
<b>TOTAL</b>		

<b>ECTS / STUDENT WORKLOAD</b>				
<b>ACTIVITIES</b>	<b>NUMBER</b>	<b>UNIT</b>	<b>HOUR</b>	<b>TOTAL (WORKLOAD)</b>
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				
<b>TOTAL WORKLOAD</b>				
<b>TOTAL WORKLOAD / 25</b>				3.6
<b>ECTS</b>				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><b>Final Grades</b> 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 <b>face to face</b> Midterm Exam worth <b>40%</b> of the overall grade and a Final Exam worth <b>60%</b>. The Midterm Exam consists of <b>20% academic writing (essay)</b> and <b>80% reading, listening, and scaffolding tasks (Step Up)</b>. The Final Exam includes <b>20% video presentation (academic component)</b>, <b>60% reading, listening, and scaffolding tasks (Step Up)</b>, and <b>20% academic writing (essay)</b>. Students who successfully complete all <b>12 modules</b> and meet the assessment thresholds (<b>above 70% in each module and above 80% overall</b>) will be awarded a <b>Pearson-Credly digital badge</b>, which can be displayed on LinkedIn profiles or resumes. This <b>internationally recognized</b> badge certifies the student’s achievement at the designated <b>CEFR/GSE level</b> of the course and is <b>accepted worldwide</b> as evidence of English language proficiency.</p>	
<b>PREPARED BY</b>	Sena Tanta / Benjamin Bailie
<b>UPDATED</b>	24.02.2026
<b>APPROVED</b>	İnanç Uçaröz