



## ESOGU Tourism Faculty Course Information Form

<b>TERM</b>	Spring
-------------	--------

<b>COURSE CODE</b>		<b>COURSE NAME</b>	Vocational English II
--------------------	--	--------------------	-----------------------

SEMESTER	WEEKLY COURSE HOURS			COURSE				
	Theoretical	Practice	Laboratory	CREDITS	ECTS	TYPE	LANGUAGE	
VI	2	0	0	2	4	CORE ( ) ELECTIVE (X )	English	
<b>COURSE CATEGORY</b>								
Supportive Courses	Basic Vocational	Proficiency/Field	Human, Communication, and Management Skills		Transferable Skills			
X								
<b>ASSESSMENT CRITERIAS</b>								
<b>DURING TERM</b>		<b>Activity</b>	<b>Number</b>	<b>Percentage (%)</b>				
		I. Mid-Term			40			
		II. Mid-Term						
		Quiz						
		Homework						
		Project						
		Report						
		Other (.....)						
<b>FINAL EXAM</b>				60				
<b>PREREQUISITE(S) (IF ANY)</b>								
<b>COURSE CONTENT</b>		Business presentations, NGO's in Business world, Case studies in business world						
<b>COURSE OBJECTIVES</b>		To teach the students English that's focused on business world.						
<b>CONTRIBUTION OF THE COURSE TO THE VOCATIONAL TRAINING</b>								
<b>COURSE OUTCOMES</b>		Students gain, <ul style="list-style-type: none"> <li>• ability of using English in business correspondences.</li> <li>• knowledge about the terms which used in business life.</li> </ul>						
<b>TEXTBOOK(S)</b>		Buz, Y. A 2009.refrence book for all students at intermediate and advanced levels English grammar, , İstanbul.						
<b>SUPPORTIVE RESOURCES</b>		Business English: Final Level, İstanbul, 1990.						
<b>EQUIPMENTS REQUIRED</b>								

COURSE OUTLINE	
WEEK	SUBJECTS / TOPICS
1	Advanced business English vocabulary
2	Examples of Business correspondence (letter of invitation, resigning, lay -of etc.)
3	Examples of Business correspondence (price change notice, internal memo etc.)
4	Business presentations
5	Attending business meetings in English
6	Crisis management in business world
7	Crisis management in business world
8	Example sentences in business correspondence
9	Reference letter preparing
10	Job application forms
11	CV preparing
12	Attending business meetings in English
13	Case studies in business world
14	Case studies in business world
15,16	Final Exam

NO	OUTCOMES	3	2	1
1	To understand the terms and concepts this related with tourism and hotel management.		X	
2	To be able to plan the process of investment of a new established tourism company.			X
3	To be able to manage companies to be established in the areas of tourism.			X
4	To understand local, national and international dimension of management in tourism administration.			X
5	To have the knowledge of using and evaluating the tools that can analyze a tourism company with its internal and external environment			X
6	To be able to use information and communication technologies with computer at a level which tourism sector requires.			X
7	To understand the sectoral conditions at a level they can cope with the constant fluctuations depending on the flexible demands in the area of tourism management.			X
8	To be expertise at a special area of a tourism company (the services of front office, housekeeping, sales and marketing etc.) and hotel management			X
9	To be able to research scientific knowledge about tourism and hotel management.			X
10	To be able to understand and comment the new trends about tourism industry.			X
11	To have sufficient knowledge and consciousness of the subjects concerning society (the protection of natural and cultural environment)			X
12	To define the source of the problems in the field by using critical thinking.			X
13	To have verbal and written communication skills in Turkish base on tourism sector.			X
14	To have verbal and written communication skills in at least one, by choice two foreign languages.	X		
15	To be able to communicate by empathy with the managers of companies, customers and employees.			X
1: Few 2: Partially 3: Many				

Instructor Name :