



ENG 101 Bilgi ve Belge Yönetimi

Class Times: Thursday 09:00 – 11:00

Class Location:

Instructor: Büşra Başoğlu

Office: A220

Office Hours: I am available by appointment. Apart from that, I will be in my office after the classes to answer any questions.

E-mail: busraalbayrakk@gmail.com

Required Book: Headway Elementary 5th Edition Student's Book & Workbook

COURSE DESCRIPTION

ENG 101 focuses on improving the students' knowledge in four essential skills- reading, writing, listening, and speaking. In addition, extra practice on grammar, vocabulary and pronunciation is given importance.

LEARNING OBJECTIVES

Students are expected to achieve the following outcomes:

- understand and use frequently-used everyday expressions as well as simple phrases to meet immediate needs.
- control general conventions of usage, spelling, grammar, and punctuation in standard written English.
- interact in a simple way provided the other person talks slowly and clearly and is prepared to cooperate.
- describe his/her past, environment and matters related to his/her immediate needs.
- understand clear, slow, standard speech related to areas of most immediate personal relevance.
- write short, simple notes and messages relating to matters in areas of immediate need, linking a series of simple phrases and sentences with simple connectors like 'and' , 'but' and 'because'.

ASSESSMENT COMPONENTS

Midterm Exam: %40

Final Exam: %60

****ATTENDANCE**

More than 8 hours (4 weeks) of absentee will result in failing the course. If a student fails because of the attendance, he/she cannot take the final exam.

ASSESSMENT COMPONENTS

ASSESSMENT COMPONENTS	QUANTITY	PERCENTAGE (%)
MIDTERM EXAM	1	40
FINAL EXAM	1	60

WEEKLY LECTURE PLAN

WEEK	DATE	UNIT
1	September 26, 2025	Placement Exam
2	October 3, 2025	Induction & Unit 1 – Nice to meet you!
3	October 10, 2025	Unit 1 – Nice to meet you!
4	October 17, 2025	Unit 1 – Nice to meet you!
5	October 24, 2025	Unit 2 – Work and family life
6	October 31, 2025	Unit 2 – Work and family life
7	November 7, 2025	Unit 3 – Time off
8	November 14, 2025	Midterm Exam Week
9	November 21, 2025	Unit 3 – Time off
10	November 28, 2025	Unit 4 – House and home
11	December 5, 2025	Unit 4 – House and home
12	December 12, 2025	Unit 5 – Super U!
13	December 19, 2025	Unit 5 – Super U!
14	December 26, 2025	Unit 6 – Lessons in life
15	January 2, 2026	Unit 6 – Lessons in life
16	January 9, 2026	Final Exam Week