

**ENG 311- ADVANCED COMMUNICATION SKILLS**  
**Course Outline**

**Instructor:**

**E-mail:**

**Office hours:**

### Course Description

English 311 is a learner-centered, integrated-skills based course designed with the aim of equipping students who are nearing their graduation with the essential skills they need during the process of application and while performing on the job. To this end, the course is designed with a theme-based, cyclical and communicative syllabus format, where all four skills of reading, listening, speaking and writing are practiced. The emphasis on building self-awareness in terms of skills, interests, personality traits, values as well as social, ethical and cultural topics will help students explore and master the steps taken in the process of entering the domains of “work life” after graduation.

### Course Aims & Objectives

English 311 is designed to enhance students' competence to make successful career plans and explore their skills, values, personalities, interests and future expectations and express them in written and oral forms successfully in academic contexts. Furthermore, the course aims to equip students with on-the-job skills such as socializing, telephoning, meeting, making presentations and writing business e mails. Thus, the course aims to have students practice the skills and build an awareness and realize the importance of the concepts listed below:

#### Speaking:

- Performing well in an interview
- Presenting information in an organized way
- Asking and answering questions
- Reflecting on an idea
- Taking part in discussions and debates on various topics
- Role Playing

#### Reading:

- Reading for specific information
- Identifying different opinions
- Evaluating different viewpoints
- Making connections between ideas
- Expanding vocabulary & activating passive vocabulary

#### Listening:

- Listening for specific information
- Note taking

#### Writing:

- Writing official documents for application:
  - Cover Letter
  - CV
  - Statement of Purpose / Letter of Intent
- Writing paragraphs

## Concepts:

- Corporate / Organizational Culture
- Cultural Differences
- Ethics at the workplace

## Course Material

İzğören, M., & Mekik, Ç. (2016). *The Compass: Setting sail for successful careers*. Nüans Publishing.

## Assessment

The distribution of grades out of **100 points** is as follows:

<b>Classwork</b>	<b>30</b>
<b>Writing:</b> (1 x 10 pts; 2 x 5 pts.) paragraphs / emails / application form / reflection / quiz	10
<b>Speaking:</b> (2-3 tasks) mini presentation(s): 10 pts. discussion /meeting: 5 pts. role play: 5 pts.	20
<b>Portfolio</b>	<b>40</b>
CV	10
Cover Letter	10
Statement of Purpose – Letter of Intent	20
<b>Oral Exam: Interview</b>	<b>20</b>
<b>Participation (online)</b>	<b>10</b>

## Requirements & Reminders

- **You are to submit a portfolio with the final versions of all three application documents included.**
- You need to bring a medical report in case of your absence at a graded activity.
- **Oral Exam: Interview** will be held online during the final exam period. Details to be announced later.

## **Information for Students with Disabilities**

Students who experience difficulties due to their disabilities and wish to obtain academic adjustments and/or auxiliary aids must contact ODTU Disability Support Office and/or course instructor and the advisor of students with disabilities at academic departments (for the list: <http://engelsiz.metu.edu.tr/en/advisor-students-disabilities>) as soon as possible. For detailed information, please visit the website of Disability Support Office: <https://engelsiz.metu.edu.tr/en/>