**GAU, FACULTY OF HUMANITIES**

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| **Course Unit Title** | | **Listening & Note Taking I** | | |
| **Course Unit Code** | | **TRA105** | | |
| **Type of Course Unit** | | Compulsory | | |
| **Level of Course Unit** | | 1st year BSc | | |
| **National Credits** | | 3 | | |
| **Number of ECTS Credits Allocated** | | 4 ECTS | | |
| **Theoretical (hour/week)** | | 3 | | |
| **Practice (hour/week)** | | - | | |
| **Laboratory (hour/week)** | |  | | |
| **Year of Study** | | 1 | | |
| **Semester when the course unit is delivered** | | Fall | | |
| **Mode of Delivery** | | Face to Face | | |
| **Language of Instruction** | | English-Turkish | | |
| **Prerequisites and co-requisites** | | - | | |
| **Recommended Optional Program Components** | | - | | |
| **Objectives of the Course** | | | | |
| * Introducing students to basic concepts of listening and note taking. * Introducing the main problematic areas of speech to text process. * Introducing effective listening and note taking skills. | | | | |
| **Learning Outcomes** | | |  | |
| When this course has been completed the student should be able to | | | Assessment | |
| 1 | Conversate between spoken and written forms of texts. | | 1 | |
| 2 | Develop effective listening and listening comprehension skills. | | 1,2 | |
| 3 | The ability to take notes and use them to answer spesific questions properly. | | 1,2 | |
| *Assessment Methods*: 1. Exam, 2. Assignment 3. Project/Report, 4. Presentation | | | | |
| **Course’s Contribution to Program** | | | | |
|  | | | | CL |
| 1 | Ability to understand spoken texts and take notes. | | | 3 |
| 2 | Ability to comprehend what is the meaning of the spoken text. | | | 5 |
| 3 | Ability to convert information from spoken text to written text. | | | 1 |
| 4 | Ability to apply systems thinking in problem solving. | | | 4 |
| 5 | Knowledge of common issues while converting and analyzing spoken texts. | | | 3 |
| 6 | Ability to use the techniques, skills and modern translating tools necessary for analyzing and translation practice. | | | 3 |
| 7 | Ability to express ideas and findings from the texts in written form. | | | 2 |
| 8 | Supporting the skills of listening and taking notes according to what she listens to, giving the student the ability to transfer from oral text to written text. | | | 3 |
| 9 |  | | |  |
| *CL (Contribution Level)*: 1. Very Low, 2. Low, 3. Moderate, 4. High, 5. Very High | | | | |
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| **Course Contents** | | | | | | | | |
| Week |  |  | | | | | | Exam**s** |
| 1 |  | Introduction of the course | | | | | |  |
| 2 |  | Explanation of proper listening techniques. | | | | | |  |
| 3 |  | Explaining note-taking techniques. | | | | | |  |
| 4 |  | Listening and note taking practice. | | | | | |  |
| 5 |  | Listening and note taking practice 2. | | | | | |  |
| 6 |  | Listening and note taking practice 3. | | | | | |  |
| 7 |  | Revision | | | | | |  |
| 8 |  |  | | | | | | Midterm |
| 9 |  | Introduction of tips and useful techniques while note taking. | | | | | |  |
| 10 |  | Listening and note taking practice 4. | | | | | |  |
| 11 |  | Listening and note taking practice 5. | | | | | |  |
| 12 |  | Listening and note taking practice 6. | | | | | |  |
| 13 |  | Explanation of methods of converting ideas from spoken to written form. | | | | | |  |
| 14 |  | Revision | | | | | |  |
| 15 |  |  | | | | | | Final |
| **Recommended Sources** | | | | | | | | |
| **Textbook:**  Various texts will be provided by the instructor.  **Supplementary Material(s):**   1. Supplementary materials will be provided by the instructor. | | | | | | | | |
| **Assessment** | | | | | | | | |
| Attendance | | | 5% |  | | | | |
| Quiz | | | 0% |  | | | | |
| Participation | | | 5% |  | | | | |
| Midterm Exam | | | 40% |  | | | | |
| Final Exam | | | 50% |  | | | | |
| Total | | | 100% |  | | | | |
| **ECTS Allocated Based on the Student Workload** | | | | | | | | |
| Activities | | | | | Number | Duration (hour) | Total Workload(hour) | |
| Course duration in class (including the Exam week) | | | | | 14 | 3 | 42 | |
| Labs and Tutorials | | | | |  |  |  | |
| Assignments | | | | | 6 | 3 | 18 | |
| E-Learning Activities | | | | | - | - | - | |
| Project/Presentation/Report Writing | | | | | - | - | - | |
| Quizzes | | | | | - | - | - | |
| Lab Exams | | | | | - | - | - | |
| Midterm Examination | | | | | 1 | 2 | 2 | |
| Final Examination | | | | | 1 | 2 | 2 | |
| Self Study | | | | | 4 | 80 | 84 | |
| Total Workload | | | | | | | 148 | |
| Total Workload/30 (h) | | | | | | | 4,9 | |
| ECTS Credit of the Course | | | | | | | 5 | |
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