**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.
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| **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.
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| **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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