**GAU, FACULTY OF HUMANITIES**

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| **Course Unit Title** | **Listening & Note Taking II** |
| **Course Unit Code** | **TRA106** |
| **Type of Course Unit** | Compulsory |
| **Level of Course Unit** | 1st year BSc |
| **National Credits** | 3 |
| **Number of ECTS Credits Allocated** | 6 ECTS |
| **Theoretical (hour/week)** | 2 |
| **Practice (hour/week)** | 1 |
| **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 the students to basic concepts of Listening and note taking process.
* Listening and analyzing important points of a text while taking notes.
* Introduction about note taking techniques and developing required skills further.
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| **Learning Outcomes** |  |
| When this course has been completed the student should be able to |  Assessment |
| 1 | Learn the basic concepts of Listening and note taking. | 1 |
| 2 | Identifying the basic concepts of a listening text while taking notes according to context. | 1,5 |
| 3 | Being able to analyze, produce and translate according to the audio. | 1,5 |
| *Assessment Methods*: 1. Exam, 2. Assignment 3. Project/Report, 4. Presentation |
| **Course’s Contribution to Program** |
|  | CL |
| 1 | Ability to understand and apply knowledge of simple note taking rules. | 3 |
| 2 | Ability to analyze and produce the relevant points of a listening text. |  5 |
| 3 | Ability to work in multidisciplinary texts while exhibiting professional responsibility and ethical -conduct. | 1 |
| 4 | Ability to apply systems thinking in problem solving. | 4 |
| 5 | Knowledge of the issues and the solutions of listening and note taking processes. |  3 |
| 6 | Ability to use the techniques and skills necessary for analyzing and reproducing new translated documents in TL. | 3 |
| 7 | Ability to express their ideas and findings according to their notes which is created by students while listening.. | 2 |
| 8 |  By the end of the course students should have strengthened their skills in written English and participation in group discussion. | 3 |
| 9 | Ability to approach contextual points of an audial text and translate the original text to TL in a well-structured, ethically responsible and professional product. |  3 |
| *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 and explanation of the course outline. |  |
| 2 |  | Introduction of new listening comprehension skills. |  |
| 3 |  | Practice of new information about listening. |  |
| 4 |  | Introduction of new note taking skills while listening. |  |
| 5 |  | Practice of new note taking skills while listening. |  |
| 6 |  | Introduction and use of basic translation methods. |  |
| 7 |  | Exercise and in-class assignment of previously taught techniques together. |  |
| 8 |  |  | Midterm |
| 9 |  | Learning about new contextual analysis methods.  |  |
| 10 |  | Introduction of use and importance of the use according to a text. |  |
| 11 |  | Lecture about grammatical differences between TL and SL. |  |
| 12 |  | Practice of note taking skills while listening. |  |
| 13 |  | Practice of note taking skills while listening and translation of taken notes. |  |
| 14 |  | Revision |  |
| 15 |  |  | Final |
| **Recommended Sources** |
| **Textbook:** Dunkel, P. A., & Lim, P. L. (2013, June 25). *Listening and Notetaking Skills 1.* **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 | 2 | 4 | 8 |
| E-Learning Activities | 4 | 10 | 40 |
| Project/Presentation/Report Writing | - | - | - |
| Quizzes | - | - | - |
| Lab Exams | - | - | - |
| Midterm Examination | 1 | 2 | 2 |
| Final Examination | 1 | 2 | 2 |
| Self-Study | 23 | 2 | 86 |
| Total Workload | 180 |
| Total Workload/30 (h) | 6 |
| ECTS Credit of the Course | 6 |
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