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| **NEAR EAST UNIVERSITY - FACULTY OF EDUCATION** |
| Department of English Language TeachingSYLLABUS2015-2016 Fall Semester |
| **Course Code**TRN 211 | **Course Name**Listening and Note taking skills | **Classroom**R12&R11 | **Weekly Course Hours**

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 | **Credits** | **ECTS** | **Weekly Time Schedule**Monday 1:00-02:50Thursday 12:00-12:50 |
| **Prerequisite: None** | 3 | 5 |
| **Language of instruction:** English | **Course Type: Compulsory** | **Year: 2015-2016** | **Semester**: Fall |
| **Instructor:**  | Office Hours: Tuesday 11:00-12:50, Friday 11:00-12:50Office / Room No: 5-H-112Office / Room Phone: 334 |
| **Learning Outcomes** | After the completion of this course, the student will be able to► develop and apply note-taking skills►listen and get the gist of a talk effectively►improve their skills of predicting,note-taking, extracting specific and detailed information, guessing meaning from context, and making inferences. |
| **Course Description** | A variety of different authentic listening texts and academic presentations are utilized to develop students’ receptive listening skills. This course includes such sub-skills of listening as note-taking, predicting, and extracting specific and detailed information, guessing meaning from context, and getting the gist. |
| **Course Objectives** | To improve students’listening and note taking skills. |
| **Textbooks and/or References** | 1. Handout provided by the instructor
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| **Course Content** | This course mainly includes variety of listening and note taking activities. |
| **Methods and Techniques Used in the Course** | whole-class discussion, group work, individual and pair work |
| **WEEKLY OUTLINE** |
| **Week** | **Date** | **Activities** | **Notes** | **Reference**  |
| 1 | 14 Sept – 18 Sept | Introduction to the courses |  |
| 2 | 21 Sept – 23 Sept | What does real life listening involve?Effective listening and note taking |  | 1 |
| 3 | 28 Sept – 2 Oct | Exercise 1: 1. Listening Comprehension (Statements , Dialogues, Mini talks, Interview, Lecture)
2. Note taking and writing
 |  | 1 |
| 4 | 5 Oct – 9 Oct | Exercise 2: 1. Listening Comprehension (Statements , Dialogues, Mini talks, Interview, Lecture)
2. Note taking and writing
 |  | 1 |
| 5 | 12 Oct – 16 Oct | Exercise 3: 1. Listening Comprehension (Statements , Dialogues, Mini talks, Interview, Lecture)
2. Note taking and writing
 |  | 1 |
| 6 | 19 Oct – 23 Oct | Exercise 4: 1. Listening Comprehension (Statements , Dialogues, Mini talks, Interview, Lecture)
2. Note taking and writing
 |  | 1 |
| 7 | 26 Oct – 30 Oct | Exercise 5: 1. Listening Comprehension (Statements , Dialogues, Mini talks, Interview, Lecture)
2. Note taking and writing
 | Quiz 1 | 1 |
| 8 | 2 Nov – 7 Nov | **Midterm Exams** |
| 9 | 9 Nov – 13 Nov | Exercise 6: 1. Listening Comprehension (Statements , Dialogues, Mini talks, Interview, Lecture)
2. Note taking and writing
 |  | 1 |
| 10 | 16 Nov – 20 Nov | Exercise 7: 1. Listening Comprehension (Statements , Dialogues, Mini talks, Interview, Lecture)
2. Note taking and writing
 |  | 1 |
| 11 | 23 Nov – 27 Nov | Exercise 8: 1. Listening Comprehension (Statements , Dialogues, Mini talks, Interview, Lecture)
2. Note taking and writing
 |  | 1 |
| 12 | 30 Nov – 4 Dec | Exercise 9: 1. Listening Comprehension (Statements , Dialogues, Mini talks, Interview, Lecture)
2. Note taking and writing
 |  | 1 |
| 13 | 7 Dec – 11 Dec | Exercise 10: 1. Listening Comprehension (Statements , Dialogues, Mini talks, Interview, Lecture)
2. Note taking and writing
 |  | 1 |
| 14 | 14 Dec – 18 Dec | Exercise 11: 1. Listening Comprehension (Statements , Dialogues, Mini talks, Interview, Lecture)
2. Note taking and writing
 | Quiz 2 | 1 |
| 15 | 21 Dec – 31 Dec | **Final Exams** |
| **Attendance:** Minimum 70 % |
| **Assessment Breakdown:** | **Type** | **Date** | **%** | **Reference** |
| 1 | Attendance & Participation | Throughout the term | 15 |  |
| 2 | Quiz 1 | 26 Oct – 30 Oct | 10 |  |
| 3 | Midterm | 2 Nov – 7 Nov | 30 |  |
| 4 | Quiz 2 | 14 Dec – 18 Dec | 10 |  |
|  | 5 | Final | 21 Dec – 31 Dec | 35 |  |
| **Learning Programme** |
| Educational Tool | Quantity | Student Workload Hours | Educational Tool | Quantity | Student Workload Hours |
| Lecture | 13 | 13x3=39 | Preparation for the midterm exam | 1x4= 4 |  |
| Activities | 26 | 26x3= 78 | Preparation for the quizzes | 2x2 = 4 |  |
| Quizzes | 2 | 2x2= 4 | Preparation for the final exam | 2x4= 8 |  |
| Midterm exam | 1 | 1x2=2 |  |  |  |
| Final exam | 1 | 1x2= 2 |  |  |  |
|  |  |  | Total | 141 |
|  |  | Recommended ECTS Credit (Total Hours / 30) : | /30 =~5 |