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| **NEAR EAST UNIVERSITY - FACULTY OF EDUCATION** | | | | | | | | | | | | | | | | | | | | | | | | |
| Department of English Language Teaching      SYLLABUS  2015-2016 Fall Semester | | | | | | | | | | | | | | | | | | | | | | | | |
| **Course Code**  TRN 211 | | **Course Name**  Listening and Note taking skills | | | | | **Classroom**  R12&R11 | | | **Weekly Course Hours**   |  |  |  | | --- | --- | --- | | **T** | **A** | **L** | | 3 | 0 | 0 | | | | | | **Credits** | **ECTS** | | | **Weekly Time Schedule**  Monday 1:00-02:50  Thursday 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 11:00-12:50  Office / Room No: 5-H-112  Office / 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 | | | | | | | | | | | | | | | | | | | | |
| **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 | | | |