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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Course Name** | | **Code** | **Semester** | **T+U** | **Credit** | **ECTS** | | **Professional Correspondence** | |  | 2 | 1+2 | 3 | 3 | | Prerequisite Courses |  | | | | | | | Language of the Course | Turkish | | | | | | | Type of Course | Compulsory | | | | | | | Course Coordinator |  | | | | | | | Instructor |  | | | | | | | Course Assistants |  | | | | | | | The aim of lesson | This course gives the student; will teach you how to make professional correspondence, official writings, business writings and private writings on the computer quickly and effectively. | | | | | | | Course Learning Outcomes | At the end of this course, the student;  1.Learns the types of correspondence,  2.Learns the official correspondence rules,  3. Prepares fast and effective business and special articles,  4. Performs sending and receiving of correspondence. | | | | | | | Course Content | Types of Correspondence : - Rules - Page structure - Types - Shaping - Block Letter Writing Studies, Block Letter Writing Studies, Average Letter Writing Studies, Official Writings, Private Writings, Alphabetical Indexing, Bibliography Writing, Writing Footnotes and Quotations, Thesis Writing Studies, General Paperwork. | | | | | | | **Weeks** | **Topics** | | | | | | | one | Types of Correspondence : - Rules - Page structure - Types - Shaping - Block Letter Writing Practices | | | | | | | 2 | Block Letter Writing Practices | | | | | | | 3 | Average Letter Writing Practices | | | | | | | 4 | Official Articles | | | | | | | 5 | Sections of Official Writings | | | | | | | 6 | Formal Writing | | | | | | | 7 | Official Writing Apps | | | | | | | 8 | Special Articles | | | | | | | 9 | Alphabetical Indexing, Writing a Bibliography | | | | | | | 10 | Writing Footnotes and Quotations | | | | | | | 11th | Thesis Writing Studies | | | | | | | 12 | Thesis Writing Studies | | | | | | | 13 | General Paperwork | | | | | | | 14 | An overview | | | | | |  |  | | --- | | **General Competencies** | | Students are expected to understand the main topics of this course and use it in their fields and applications. | | **resources** | | Emel, B. (2016). Professional Correspondence, Ankara: Detay Publishing. | | **Evaluation System** | | It is stated in the syllabus at the beginning of the semester. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **WITH PROGRAM LEARNING OUTCOMES**  **COURSE LEARNING OUTCOMES RELATIONSHIP TABLE** | | | | | | | | | | | | | | | | | | |  | **PO1** | **PO2** | | **PO3** | **PO4** | | **PO5** | **PO6** | | **PO7** | **PO8** | | **PO9** | **PO10** | | **PO11** | **PO12** | | **LO1** | - | - | | 5 | - | | 4 | 5 | | - | 5 | | 4 | - | | - | - | | **LO2** | - | - | | 5 | - | | 4 | 5 | | - | 5 | | 4 | - | | - | - | | **LO3** | - | - | | 5 | - | | 4 | 5 | | - | 5 | | 4 | - | | - | - | | **LO4** | - | - | | 5 | - | | 4 | 5 | | - | 5 | | 4 | - | | - | - | | **REVENGE: Learning Outputs OP: Program Outputs** | | | | | | | | | | | | | | | | | | | **Contribution**  **level** | | | **1 Very Low** | | | **2 Low** | | | **3 Medium** | | | **4 High** | | | **5 Very High** | | |   Relation of Program Outcomes and Related Course   |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **lesson** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** | **PO11** | **PO12** | | **Professional Correspondence** | - | - | 5 | - | 4 | 5 | - | 5 | 4 | - | - | - | |