



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 3	ECTS 5
Prerequisite: None			Weekly Time Schedule Monday 1:00-02:50 Thursday 12:00-12:50			
Language of instruction: English		Course Type: Compulsory		Year: 2015-2016		Semester: Fall
Instructor: Yağmur Raman E-mail: yagmur.raman@neu.edu.tr , yagmurraman@hotmail.com (for urgent cases)				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: A) Listening Comprehension (Statements , Dialogues, Mini talks, Interview, Lecture) B) Note taking and writing				1
4	5 Oct – 9 Oct	Exercise 2: A) Listening Comprehension (Statements , Dialogues, Mini talks, Interview, Lecture) B) Note taking and writing				1
5	12 Oct – 16 Oct	Exercise 3: A) Listening Comprehension (Statements , Dialogues, Mini talks, Interview, Lecture) B) Note taking and writing				1
6	19 Oct – 23 Oct	Exercise 4: A) Listening Comprehension (Statements , Dialogues, Mini talks, Interview, Lecture) B) Note taking and writing				1
7	26 Oct – 30 Oct	Exercise 5: A) Listening Comprehension (Statements , Dialogues, Mini talks, Interview, Lecture) B) Note taking and writing			Quiz 1	1
8	2 Nov – 7 Nov	Midterm Exams				
9	9 Nov – 13 Nov	Exercise 6: A) Listening Comprehension (Statements , Dialogues, Mini talks, Interview, Lecture) B) Note taking and writing				1
10	16 Nov – 20 Nov	Exercise 7: A) Listening Comprehension (Statements , Dialogues, Mini talks, Interview, Lecture) B) Note taking and writing				1
11	23 Nov – 27 Nov	Exercise 8: A) Listening Comprehension (Statements , Dialogues, Mini talks, Interview, Lecture) B) Note taking and writing				1
12	30 Nov – 4 Dec	Exercise 9: A) Listening Comprehension (Statements , Dialogues, Mini talks, Interview, Lecture) B) Note taking and writing				1
13	7 Dec – 11 Dec	Exercise 10: A) Listening Comprehension (Statements , Dialogues, Mini talks, Interview, Lecture) B) Note taking and writing				1
14	14 Dec – 18 Dec	Exercise 11: A) Listening Comprehension (Statements ,			Quiz 2	1

		Dialogues, Mini talks, Interview, Lecture) B) Note taking and writing				
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