

	BANDIRMA ONYEDİ EYLÖL ÜNİVERSİTESİ Yabancı Diller Yüksekokulu	Doküman No	BKTT/YDYO/0 3
		İlk yayın tarihi	9.10.2025
	A2 SEVİYE TOPLANTISI-3	Rev. No / Tarih	00/...
		Sayfa sayısı	1/3

BANDIRMA ONYEDİ EYLÖL UNIVERSITY
School of Foreign Languages
Basic English Department
2024-2025 Academic Year

LEVEL MEETING AGENDA 3

Date:24.10.2024

Place: A2 Level Coordinator's Office

Time: 12:05

Participants: A2 Level Instructors

Missing: Türkan Yılmaz, Funda Uğurlu, Gülpınar Sarman, Yalkın Yalınız, Ayşenur Kapçı

Chairperson: Naciye Nur Ekşi

Minute Taker: Tatiana Aslan

1. 2024-2025 ACADEMIC YEAR ACTIVITIES (Presentation Week and The International

Day)

- We won't be covering Focus books during the Presentation week. Presentations will be assessed by the advisor instructors, and other instructors may review problematic areas of the previously covered units.
- Advisors should start sharing the information about Presentations with their groups on Google Classroom as well as watch and discuss the good and bad samples of presentations in class (find the corresponding folder on the Google Drive).
- During the presentation week we'll have an International Day (proposedly on Thursday). The class representatives will be the leaders of their teams. Each class will be assigned a country that they will represent on the International Day. Students may prepare presentations, posters, traditional music/dance/food, etc. of the assigned country and exhibit their presentations in the canteen. Their work will be graded according to the rubrics and the best team will be awarded a prize. Advisors are expected to encourage and assist their classes with the preparation for the International Day.

HAZIRLAYAN	KONTROL EDEN	ONAYLAYAN
Cihad Aydın Şube Müdürü Yabancı Diller Yüksekokulu Kalite Birim Sorumlusu	Öğr. Gör. Fatma İrem Ocaktan Kurgan Yabancı Diller Yüksekokulu Müdürlüğü Müdür Yardımcısı	Öğr. Gör. Türkan Yılmaz Yabancı Diller Yüksekokulu Müdürü

5070 sayılı Elektronik İmza Kanunu çerçevesinde, bu DEB elektronik imza ile imzalanarak yayımlanmış olup, güncelliği elektronik ortamda " Kalite Doküman Yönetim Sistemi (KDYS)" üzerinden takip edilmelidir.

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2. INSTRUCTORS' PACE (FOCUS & LAW)

- Instructors should follow the operational plan in terms of pace while covering the LAW textbook
- While completing a Writing Task in class students are allowed to use their Focus, LAW textbooks and paper dictionaries, but NOT their mobile phones.
- It may be a good idea to announce the topic of the Writing Task right before the break before the period when students will be doing the Writing Task, so that they have time to come up with some ideas or check the vocabulary needed for the task.

3. QUIZ 1 SHARING

- Since students have questions about their mistakes in the listening part of Quizzes, it's been decided to show them the audioscript while sharing the answer keys

4. PROGRESS TEST 1 (Writing and Speaking Sections)

- Progress Tests will start with the Listening Part, which is followed by the Writing part. However, after completing the listening part, students may choose whatever part they want to continue with.
- Writing task will be based on the material covered in the LAW textbook. This time students will be asked to write a how-to paragraph, though the instructors mustn't tell them about that. We should ask students to revise the types of paragraphs covered in chapters 1-4 of the LAW textbook.
- Writing will be graded by 2 instructors based on the same rubrics used for the Placement tests. Advisor instructors won't be grading their own class's work.

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- For the Speaking part each student will have 4 minutes to complete the task which consists of a picture description and open-ended question. For the question if the student doesn't develop their answer, the instructor may only ask one 'Why' question.
- On the optical form students are required to fill in all the information, such as faculty, class (e.g. Z1), etc.

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