

ANKARA YILDIRIM BEYAZIT UNIVERSITY – DEPARTMENT OF TRANSLATION AND INTERPRETING

COURSE SYLLABUS

Course Code	Course Title	Course Type	ECTS Credits	Prerequisite Information	Date of Preparation
IMT207	LISTENING AND NOTE-TAKING I	Compulsory	4	-	23.10.2025
Instructor of the Course & E-Mail Address	Asst. Prof. Bilge METIN TEKIN & bilgemetintekin@aybu.edu.tr				
Office Hours & Office Room	Wednesday, 12.00-13.00 & 16.00-17.00 / Thursday, 11.00-13.00 & A140				
Course Content and Objectives	The aim of this course is to enhance students' ability to understand and process spoken English in academic contexts by engaging them in pre-, while-, and post-listening activities. Students will learn to activate prior knowledge, predict lecture content, and identify key information during listening. They will also develop systematic note-taking skills by applying techniques such as Cornell, Outline, and Mapping methods to record and organize information efficiently. By the end of the course, students will be able to use their notes to summarize, review, and discuss lecture content effectively.				
Textbook(s)	Longman. (2011). <i>Contemporary topics 3: Academic listening and note-taking skills</i> (3rd ed.). Pearson Education. Lecture Notes Provided by the Instructor				
Teaching Methods and Techniques	1. Lecture 2. Discussion 3. Listening 4. Note taking				

Course Learning Outcomes	1	To be able to activate background knowledge and make predictions about listening topics during pre-listening activities.
	2	To be able to identify main ideas, supporting details, and discourse markers while listening to academic lectures and talks.
	3	To be able to take clear, organized, and efficient notes using recognized note-taking methods (such as Cornell, Outline, and Mapping) while listening.
	4	To be able to summarize and interpret key information from their notes during post-listening tasks.
	5	To be able to use abbreviations, symbols, and visual cues to record and organize information effectively.
	6	To be able to evaluate their own and peers' listening and note-taking performance to improve comprehension and accuracy.
Program Outcomes Contributed by the Course	Program Outcomes (PO)	
	PO1	Possesses knowledge of methods and processes that enable the application of concepts and theories of Translation Studies to written and oral translation practices.
	PO2	Possesses the ability to acquire knowledge of general culture, subject fields, and other disciplines, and to transfer this knowledge to the translation process.
	PO3	Possesses translation competence in relation to the source and target languages and transfers this competence into the translation process.
	PO4	Possesses the ability to access research resources and information technologies, and to use them economically in order to make context- and genre-appropriate decisions; effectively plans and implements pre-editing and post-editing processes in machine translation applications.
	PO5	Possesses an awareness of lifelong learning and, in this regard, can identify and meet learning needs in their own field and/or in other fields.
	PO6	Possesses the ability to critically and analytically examine the relationships between source and target texts in the field of translation.
PO7	Possesses scientific and ethical values in conducting research, collecting and interpreting data, and in the writing and publication processes in the field of Translation Studies.	
Contribution of the Course to	This course makes a significant contribution to field instruction by developing students' academic listening and note-taking competencies, which form the foundation for effective language learning, translation, and interpretation. Through systematic pre-, while-, and post-listening activities, students enhance their ability to comprehend spoken English, organize information, and summarize content accurately. These skills support	

Field Instruction	their overall performance in courses related to translation, interpreting, linguistics, and academic communication within the field of English Language and Translation Studies.		
Topics Covered in the Course	1. Week	Introduction to course aims and assessment. Diagnostic listening task to assess current level.	Explaining a project
	2. Week	Teaching Vocabulary, Pre, While, Post Activity related to listening	Presenting
	3. Week	Teaching Vocabulary, Pre, While, Post Activity related to listening	Sampling
	4. Week	Teaching Vocabulary, Pre, While, Post Activity related to listening	Participating
	5. Week	Teaching Vocabulary, Pre, While, Post Activity related to listening	Generalizing
	6. Week	Teaching Vocabulary, Pre, While, Post Activity related to listening	Generalizing
	7. Week	Teaching Vocabulary, Pre, While, Post Activity related to listening	APA guidelines with sources
	8. Week	Midterm Week	Examining
	9. Week	Teaching Vocabulary, Note taking strategies and listening related to note-taking	Midterm
	10. Week	Teaching Vocabulary and listening related to note-taking	Translating
	11. Week	Teaching Vocabulary and listening related to note-taking	Translating
	12. Week	Teaching Vocabulary and listening related to note-taking	Guidelines and support
	13. Week	Teaching Vocabulary and listening related to note-taking	Explaining
	14. Week	Teaching Vocabulary and listening related to note-taking	Writing
	15. Week	Teaching Vocabulary and listening related to note-taking	Writing

Course Evaluation Criteria	In-Term Studies	Quantity	Percentage %	
	Mid-terms	1	%40	
	Quizzes		%	
	Assignments		%	
	Attendance		%	
	Practice		%	
	Project		%	
	Final examination	1	%60	
	Total	2	100%	
Disability Policy	<p>If you have a documented disability (e.g., visual, hearing, or physical impairment, etc.) that may influence your performance in this course, it is recommended to meet with the Engelsiz AYBU (https://aybu.edu.tr/engelsiz/content_list-327-yildirim-beyazit-universitesi-engelsiz-universite-birimi-yonergesi.html) to arrange for reasonable conditions (such as accommodation, etc.) to ensure an equitable opportunity to meet all the requirements of this course. You may also contact the local authority of the Faculty of Humanities and Social Sciences. You should communicate your needs to the course instructor as soon as possible to ensure that any course needs concerning exams, lecture materials, etc. are met.</p>			