

GRADUATE COURSE DETAILS

Course Title: Writing Techniques in Foreign Trade and International Logistics				Code :		Faculty: Economics and Administrative Sciences Faculty Department: International Trade and Logistics		
Education and Teaching Methods							Credits	
Lecture	Application	Lab.	Project/ Field Study	Homework	Other	Total	Credit T+A+L=Credit	ECTS
2						2		3
Semester		Autumn/Spring		Language		Turkish/English		
Course Type		Basic Scientific ☐	Scientific ☐	Technical Elective ☐	Social Elective ☒			
Course Objectives		To recognize basic commerce terminology, acquiring the capability to conduct international telephone interviews, writing business letters, having online correspondence, making contracts, become familiar with banking terms and general concepts of economy and marketing						
Learning Outcomes and Competencies		Basic principles, rules, abbreviations and terminology on formal correspondence Business letters Phone interviews Writing of letters pertaining credits, cash against documents and other payment types						
Textbooks and/or References		Uluslararası Ticarete Yazışma Teknikleri. Mehmet MELEMEN, Türkmen Kitabevi						
ASSESSMENT CRITERIA								
Theoretical Courses				Project Course and Graduation Study				
	If any, mark as (X)	Percent (%)		If any, mark as (X)	Percent (%)			
Midterm Exams	X	40	Midterm Exams					
Quizzes			Midterm Controls					
Homework			Term Paper					
Term Paper, Project Reports, etc.			Oral Examination					
Laboratory Work			Final Exam					
Final Exam	X	60	Other					
Other								
Week	Subjects							
1	Phone interviews							
2	Electronic mails and letters							
3	Formal correspondence in international trade							
4	Forms and contracts in international trade							
5	Forms and contracts in international trade							
6	Forms and contracts in international trade							
7	Midterm exam							
8	Business presentations							
9	Conventions, trade fairs and negotiations							
10	Project management							
11	Vocations, terms and processes in terms of sectors							
12	Vocations, terms and processes in terms of sectors							
13	Vocations, terms and processes in terms of sectors							
14	Final exams							
Instructor/s	Associate Prof. Suat KARA							
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Website								