

KARADENİZ TEKNİK ÜNİVERSİTESİ YABANCI DİLLER YÜKSEKOKULU
YABANCI DİLLER YÜKSEKOKULU YABANCI DİLLER BÖLÜMÜ
WRITING & SPEAKING PORTFOLYO
KILAVUZU

Değerli Öğrencilerimiz,

Yabancı Diller Yüksekokulumuzdan alacağınız İngilizce Hazırlık Eğitiminde Writing ve Speaking Portfolio, Online Aktiviteler, Digital Okuma Kitapları ve Ödevler önemli bir yer oluşturmaktadır. Konuşma ve yazma üretime dayalı becerilerdir ve gerek günlük hayatınızda gerekse akademik hayatınızda çok sıkça ihtiyaç duyacağınızdan geliştirilmesi büyük önem arz etmektedir.

Bu becerileriniz süreç içerisinde geliştirmeye çalışılacak ve değerlendirilecektir. Online Aktiviteler, Digital Okuma Kitapları ve Ödevler ile sizlerin ders dışında da hedef dile maruz kalmanız ve bu sayede becerilerinizi geliştirmeniz hedeflenmektedir.

Writing Portfolio

Writing Portfolio periyot notunun % 7'sini oluşturmaktadır. Writing Portfolio, A1, A2 ve B1 seviyelerinde çalışılan Main Course kitaplarındaki yazma konularından, B2 seviyesinde ise çalışılan Reading&Writing kitabındaki yazma konularından oluşmaktadır. Dersin sorumlusu ders akış çizelgelerinde belirtilen haftalarda kendisinin belirleyeceği ders saati içerisinde seviyelere göre belirtilmiş writing task konular arasından seçim yaparak veya benzer konular belirleyerek öğrencilerden sınıf içerisinde konuyla ilgili yazılar yazmasını ister.

[**DERS AKIŞ ÇİZELGELERİ İÇİN TIKLAYINIZ.**](#)

[**WRITING TASK KONULARI İÇİN TIKLAYINIZ.**](#)

Öğrenciler yazdıkları ilk yazıları (First Draft) dersin sorumlusuna teslim ederler. Daha sonra dersin sorumlusu yazıları kontrol edip hataları düzeltme kodlarıyla (correction codes) işaretleyip gerekli açıklamaları da ekleyerek ve notlandırarak öğrencilere geri verir. Öğrenciler düzeltme kodlarını ve açıklamaları dikkate alarak ödevlerinin **SON HALİNİ (FINAL DRAFT) DERSİN SORUMLUSUNUN BELİRTECEĞİ ONLINE SINIFLARINDAKİ ÜNİTENİN WRITING KISMINA YAZARAK VEYA DERS SORUMLUSUNUN BİLDİRECEĞİ ŞEKİLDE (e-posta, whatsapp, padlet, Google classroom vb) KENDİSİNE İLETİR.**

Görseldeki örnekteki gibi: B1 seviyesi Online Aktiviteler 1. Ünite – Writing 1.

Online Practice

✓ Future forms: present continuous, <i>be going to</i> , <i>will / won't</i> : Activity 1	Grammar	0	-
tries		last	
✓ Future forms: present continuous, <i>be going to</i> , <i>will / won't</i> : Activity 2	Grammar	0	-
tries		last	
✓ Family	Vocabulary	0	-
tries		last	
✓ Adjectives of personality: Activity 1	Vocabulary	0	-
tries		last	
✓ Adjectives of personality: Activity 2	Vocabulary	0	-
tries		last	
✓ Adjectives of personality: Activity 3	Vocabulary	0	-
tries		last	
✓ Sentence stress	Pronunciation	0	-
tries		last	
✓ Word stress	Pronunciation	0	-
tries		last	

Practice

✓ Extreme family ties: Activity 1	Reading	0	-
tries		last	
✓ Extreme family ties: Activity 2	Reading	0	-
tries		last	
✓ Life choices	Discussion	0	-
tries		last	
✓ Writing 1: A description of a person	Writing	0	-
tries		last	

← Back ↩ previous ↪ next Tools

Changing lives ▶ Practice ▶ Writing 2: An informal email

Write an informal email to say thank you. See Tools for Quick tips.

Imagine an old classmate or colleague took you out for dinner when you visited his / her city recently. Plan and write an email to say thank you. Use the paragraph plan below and see Tools for Quick tips:

Paragraph 1 – apologize for not writing sooner
Paragraph 2 – thank your friend for the dinner
Paragraph 3 – talk about the nice time you had together
Paragraph 4 – talk about what you've been doing recently
Paragraph 5 – say thank you again and invite your friend to dinner when he / she visits your city

Don't forget to check your email for mistakes (grammar, vocabulary, punctuation, and spelling).

Write here

-/10 Last score Save

Writing Aktivitesine tıklanarak “Write here” kısmına Final Draftlar yazılır.

First Draftlar öğrenciler tarafından dosyalanır. Dersin Sorumlusu periyot sonunda dosyaları istediğinde öğrenciler dosyalarını dersin sorumlusuna teslim eder. Dersin sorumlusu bu süreç içerisinde öğrencilerin yazıları yazıp yazmadığına, uyarı ve tavsiyelerinin dikkate alınıp alınmadığına, yazıların gelişip gelişmediğine göre öğrenciler hakkında notlar tutar ve öğrencilere geri bildirimlerde bulunur. Periyot sonunda da öğrencilerin dosyalarını alarak bir değerlendirme yapar. Değerlendirme şu şekilde yapılır:

Her bir yazı First Draft 100 puan, Final Draft 100 Puan olacak şekilde değerlendirilir. Dersin Sorumlusu First draftları aldığı anda düzeltmeleri yapar ve aynı zamanda First draft için notunu da öğrenciye bildirir.

Öğrenci, öğretim görevlisinin first draftta belirttiği hataları düzelterek ve verdiği feedback doğrultusunda gerekli düzenlemeleri yaparak Final Draftı oluşturur ve ders sorumlusunun belirteceği online platformdaki writing aktivite kısmına veya belirteceği platformlara yazar. Daha sonra Dersin sorumlusu yazının final draftını okur ve notlandırır. Öğrencinin nihai notunu toplamda 3 writing task'ın first ve final draft notlarının ortalamasını alarak belirler ve BYS sistemindeki "WR PORTFOLIO" not girişine girer. (online platformda notlandırma yapılmaz.)

Her seviyede en az 3 tane yazma konusunun first draftları ders saatinde sınıf içerisinde dersin sorumlusunun gözetiminde yazılacaktır ve dersin sorumlusuna teslim edilecektir. Öğrenciler yazılarını yazarken ders kitaplarından ve sözlüklerinden faydalanabilirler.

Bildirilen tarihten sonra getirilen first draftlar kabul edilmeyecek ve değerlendirmeye alınmayacaktır.

Yazma becerisinin değerlendirilmesi sadece writing portfolio ile değil aynı zamanda Mid-Term ve ELT (End of Level Test) sınavlarında da yapılacaktır. Bu nedenle yazma becerisi seviye notunuza önemli derecede katkıda bulunacaktır.

Speaking Portfolio

Speaking Portfolio periyot notunun % 8'sini oluşturmaktadır. Her düzeyde öğrencilerin dersin sorumlusu tarafından bildirilecek konu hakkında veya seviyeye uygun okuduğu readerlardan birinin ayrıntılı sunumu olacak şekilde ders içerisinde bir sunum yapmaları istenir ve bu sunum % 4 olarak değerlendirmeye alınır. Sunumlar çeşitli görseller (resim, video, powerpoint sunumlar) ile desteklenebilir.

(Speaking Presentation tarihleri için [AKADEMİK TAKVİME](#) veya [DERS AKIŞ ÇİZELGELERİNE](#) bakınız.)

Diğer % 4'lük kısım ise öğrencilerin derslerdeki konuşma aktiviteleri boyunca gösterecekleri performansların dersin sorumlusu tarafından düzenli olarak gözlemlenmesi sonucundaki değerlendirmeden oluşur. Dersin sorumlusu periyot içerisinde konuşma aktiviteleri boyunca (pair work, group work, ask&answer, vb.) öğrencileri gözlemler, notlar alır ve öğrencilere belli aralıklarla geri bildirimde bulunur. Süreç içerisinde öğrencilerin performanslarındaki değişimleri, gelişimleri gözlemler ve öğrencileri değerlendirir.

[SEVİYELERE GÖRE SPEAKING AKTİVİTELERİ İÇİN TIKLAYINIZ.](#)

ERROR CORRECTION CODES

ERROR CODE	EXPLANATION	EXAMPLE SENTENCE	CORRECTED SENTENCE
Fr	Sentence Fragment	When I am happy. <i>Fr</i>	When I am happy, I sing.
WT	Wrong Tense	Sue <u>goes</u> to school last year. <i>WT</i>	Sue went to school last year.
WO	Word Order Error	She likes <u>pizza eating</u> . <i>WO</i>	She likes eating pizza.
WW	Wrong Word	I <u>did</u> a very delicious cake. <i>WW</i>	I made a very delicious cake.
WF	Word Form Error	I am <u>boring</u> in the dormitory. <i>WF</i>	I am bored in the dormitory.
VF	Verb Form Error	Harry <u>do</u> his homework. <i>VF</i>	Harry does his homework
X	Extra Word	She comes <u>to</u> here at 9:00. <i>X</i>	She comes here at 9:00.
Λ	Missing Word	My father Λ a dentist.	My father is a dentist.
Pr	Preposition Error	Amy is talking <u>with</u> teacher. <i>Pr</i>	Amy is talking to teacher.
A	Article Error	My mother is Λ housewife. <i>A</i>	My mother is a housewife.
P	Punctuation Error	I like reading books <i>P</i>	I like reading books.
C	Capitalization Error	I go to school on <u>monday</u> . <i>C</i>	I go to school on Monday.
Sp	Spelling Error	My <u>favuorite</u> color is red. <i>Sp</i>	My favourite color is red.
?	Meaning or handwriting is not clear	Myfatherlikesswimming inthesea. <i>?</i>	My father likes swimming in the sea.
/	Insert a space	I watch horror / films.	I watch horror films
//	// Start a new sentence here	I study English // I always do my homework.	I study English. I always do my homework.
→	Indent the paragraph →	Football is very popular in Turkey.	Football is very popular in Turkey.

CRITERIA FOR SPEAKING (ORAL PRESENTATION) ASSESSMENT

CRITERIA	EXCELLENT (20-17 pts.)	GOOD (16-13 pts.)	AVERAGE (12-9 pts.)	FAIR (8-5 pts.)	WEAK (4-0 pts.)
1. Content & Organization - Has a good command of the subject - Topic developed with relevant details - Development of ideas-logical, easy to follow - Good use of transitions/signposting					
2. Language use - Uses a wide range of appropriate level vocabulary and level structures with few errors - Uses vocabulary appropriate for the audience - explains difficult or technical words					
3. Speaking Skills - Speech is intelligible - Speaks clearly with accurate pronunciation - Speaks fluently with only minor hesitations					
4. Delivery - Natural delivery - not read or memorized - Rate of speech - not too fast or too slow - Volume - loud enough to be heard clearly - Eye contact with audience - Appropriate body language					
5. Presentation of the material - Presents the material in a creative way - Uses visual aids effectively (e.g. slides, posters, pictures, audio, video) - Captures the attention of the audience and sustains the interest - The presentation is within time limits					

WRITING RUBRICS

GUIDE FOR OPINION ESSAY RUBRIC

CRITERIA	
Content _____/30 points	<ul style="list-style-type: none">• Does the paper introduce the opinion effectively?• Does the writer acknowledge and oppose to contradictory opinion, if any?• Does the writer include only the information relevant to the opinion?• Is the opinion discussed thoroughly with at least 3 supporting ideas with at least one supporting detail for each (e.g. examples, anecdotes, statistics, cases, etc.)?• Are all details/ examples well chosen and all ideas completely developed?
Organization & Structure _____/25 points	<ul style="list-style-type: none">• Does the essay have a good introduction and a strong topic sentence (stating the main discussion point of the essay)?• Does each paragraph begin with a topic sentence (which is the point discussed in that paragraph)?• Is there a clear/strong conclusion to finish the essay?• Are the arguments placed in logical order?• Does the paper include transitional words to move smoothly from one idea to the next and to show relationships between ideas?
Vocabulary _____/20 points	<ul style="list-style-type: none">• Does the writer use a wide range of vocabulary (does the writer deploy high-order words as well as using relatively frequent words)?• Does the writer use vocabulary related to the content area?
Grammar _____/20 points	<ul style="list-style-type: none">• Does the essay include a wide range of grammatical structures (does the writer adapt relatively complicated clauses formed to create complex sentence structures)?• Does the writer make errors in grammar which distract the reader from the content?
Mechanics _____/ 5	<ul style="list-style-type: none">• Does the writer make errors in punctuation, spelling, and capitalization that obscure the meaning?

Overall score: ____/100 Grade ____

GUIDE FOR NARRATIVE ESSAY RUBRIC

CRITERIA	
<p>Content</p> <p>_____/30 points</p>	<ul style="list-style-type: none"> • Is the given topic explained adequately? • Is the information given enough/Is the paper as long as required? • Does the paper include only the information relevant to the topic? • Does the paper point out the importance of the narrated event(s) for the writer?
<p>Organization & Structure</p> <p>_____/25 points</p>	<ul style="list-style-type: none"> • Does the essay have a good introductory paragraph which describes the setting of the narrative as well as what is going to be narrated throughout the paper? • Are the events told in chronological order? • Does each paragraph begin with a topic sentence (which is the point narrated in that paragraph)? • Is there a clear/strong conclusion to finish the essay? • Does the paper include transitional words to move smoothly from one idea to the next and to show relationships between ideas?
<p>Vocabulary</p> <p>_____/20 points</p>	<ul style="list-style-type: none"> • Does the writer use a wide range of vocabulary (does the writer deploy high- order words as well as using relatively frequent words)? • Does the writer use vocabulary related to the content area?
<p>Grammar</p> <p>_____/20 points</p>	<ul style="list-style-type: none"> • Does the essay include a wide range of grammatical structures (does the writer adapt relatively complicated clauses formed to create complex sentence structures)? • Does the writer use narrative tenses in a grammatically accurate way? • Does the writer make errors in grammar which distract the reader from the content?
<p>Mechanics</p> <p>_____/ 5</p>	<ul style="list-style-type: none"> • Does the writer make errors in punctuation, spelling, and capitalization that obscure the meaning?

Overall score: ____/100 Grade ____

GUIDE FOR COMPARE-CONTRAST ESSAY RUBRIC

CRITERIA	
Content _____/30 points	<ul style="list-style-type: none">• Does the paper clearly compare and contrast points?• Does the paper offer specific examples to illustrate the comparison/contrast?• Does the paper include only the information relevant to the comparison?
Organization & Structure _____/25 points	<ul style="list-style-type: none">• Does the paper break the information into point-by-point or block-by-block structure?• Does it follow a consistent order when discussing the comparison?• Does each paragraph begin with a topic sentence (which is the point discussed in that paragraph)?• Is there a clear/strong conclusion to finish the essay?• Does the paper include transitional words to move smoothly from one idea to the next and to show comparison and/or contrast between ideas?
Vocabulary _____/20 points	<ul style="list-style-type: none">• Does the writer use a wide range of vocabulary (does the writer deploy high- order words as well as using relatively frequent words)?• Does the writer use vocabulary related to the content area?
Grammar _____/20 points	<ul style="list-style-type: none">• Does the essay include a wide range of grammatical structures (does the writer adapt relatively complicated clauses formed to create complex sentence structures)?• Does the writer make errors in grammar which distract the reader from the content?
Mechanics _____/ 5	<ul style="list-style-type: none">• Does the writer make errors in punctuation, spelling, and capitalization that obscure the meaning?

Overall score: ____/100 Grade ____

GUIDE FOR CAUSE AND EFFECT ESSAY RUBRIC

CRITERIA	
Content ____/30 points	<ul style="list-style-type: none">• Are the causes and effects discussed thoroughly with at least 3 supporting ideas with at least one supporting detail for each (e.g. examples, anecdotes, statistics, cases, etc.)?• Are all details/ examples well chosen and all ideas completely developed?• Does the paper include only the information relevant to the thesis?
Organization & Structure ____/25 points	<ul style="list-style-type: none">• Does the essay have a good introduction and a strong topic sentence (stating the main discussion point of the essay)?• Are the causes and effects placed in logical order?• Does each paragraph begin with a topic sentence (which is the point discussed in that paragraph)?• Is there a clear/strong conclusion to finish the essay?• Does the paper include transitional words to move smoothly from one idea to the next and to show relationships between ideas?
Vocabulary ____/20 points	<ul style="list-style-type: none">• Does the writer use a wide range of vocabulary (does the writer deploy high- order words as well as using relatively frequent words)?• Does the writer use vocabulary related to the content area?
Grammar ____/20 points	<ul style="list-style-type: none">• Does the essay include a wide range of grammatical structures (does the writer adapt relatively complicated clauses formed to create complex sentence structures)?• Does the writer make errors in grammar which distract the reader from the content?
Mechanics ____/ 5	<ul style="list-style-type: none">• Does the writer make errors in punctuation, spelling, and capitalization that obscure the meaning?

*Irrelevant contents/essays will be marked out of 10 points.

