

# KARADENİZ TEKNİK ÜNİVERSİTESİ YABANCI DİLLER YÜKSEKOKULU

## YABANCI DİL HAZIRLIK PORTFOLYO KILAVUZU (1. PERİYOT)

Değerli öğrencilerimiz,

2019-2020 eğitim öğretim yılında A1, A2 ve B1 kurlarında yazma ve konuşma becerilerinizi değerlendirmek amacıyla portfolyolar hazırlamanız istenecektir. Bu yıl için planlanan portfolyo içerikleri ve uyulması gereken kurallar aşağıda açıklanmıştır.

1. Bir kur boyunca derslerde işlenecek yazma ve konuşma becerilerine ait alıştırmaların haricinde, bu becerilerinizi ölçmeye yönelik sınavlar yapılacak ve ödevler verilecektir. Bu sınavlar ve ödevler sizin kur sonu başarı notunuzu etkileyecektir.

2. Portfolyolarınızın kur ortalamasına etkisi **yazma portfolyosu %10, konuşma portfolyosu %10** şeklinde olacaktır. Değerlendirmeler her bir ödev için **100 puan** üzerinden yapılacaktır.

3. Bir kur içerisinde 1 tane Reading&Writing Quizi (Akademik Takvimdeki Quiz 2), 1 tane Reader Quizi (Akademik Takvimdeki Quiz 5) ve en az 2 adet yazma ödevinden oluşacak Writing Portfolionuz ve 2 konuşma ödeviniz olacaktır.

### **Reading & Writing konusunda**

A1 Seviyesinde Main Course Hocalarınızdan birine,

A2, B1 ve B1+ Seviyelerinde Reading & Writing Dersi Hocanıza karşı sorumlusunuz.

4. En az 2 tane yazma ödevi Writing Portfolionuzu oluşturacak. Bütün seviyelerde WR yazma ödevleri ders sorumlusunun belirleyeceği bir ders saatinde **sınıf içerisinde** yapılacaktır. Task 1 ve Task 2 konuları Task oturumları esnasında hocalarınız tarafından sizlere verilecek ve sizler o konu hakkında yazacaksınız. Sınıf içinde Writing Taskların first draftları yazılırken her türlü

basılı kaynak, sözlük v.b kullanılabilir. Elektronik araç gereçler, cep telefonu, tablet v.s kullanılamaz.

Bu yazılar '**first draftlar**' olarak sizlerden toplanacak, feedback verilip final draftları yazmanız istenecektir. Belirlenen bu ders saatinde sınıfta bulunmayan öğrenci değerlendirmeye alınmayacaktır. **(Telafisi yoktur). Final draftlar first draftlarla birlikte bir dosya içerisinde belirtilen tarihe kadar ders sorumlusuna teslim edilecektir.**

5. RD&WR Quizi, Reading&Writing dersinde yapılan çalışmalara paralel (kelime, bağlaç, cümle tamamlama, okuma-anlama, yazma vs..) hazırlanan bir kısa sınav olacaktır.

Reader Quizi ise her seviye için Ölçme Değerlendirme Ofisi tarafından belirlenen ve sizlere RD&WR dersi hocanız tarafından duyurulacak olan seviyenize uygun 1 hikaye kitabı ile ilgili yapılacak kısa süreli bir sınavdır.

6. Ödevlerinizi hocalarınızın belirttiği tür, içerik ve konuda yazmalı ve belirtilen tarihte teslim etmelisiniz. Writing ödevlerinin ilk taslağı (first draft) için yaptığınız hatalara ilişkin size dönüt verilecektir. Bu dönütler doğrudan değil, Error Correction Code (Hata Düzeltme Kodu) kullanılarak verilecektir. Örneğin, dilbilgisi ile ilgili bir hata yaptığınızda hocanız bunu belirten bir kod kullanarak yaptığınız hatayı düzeltmenizi isteyecektir.

7. RD&WR dersi hocanız aynı zamanda ders içerisinde yapılan diğer çalışmalardan ve RD&WR CPG (Classroom Performance Grade) Formunda belirtilen diğer kriterleri göz önünde bulundurarak sizlere bir performans notu da verecektir.

## 8- READING & WRITING DERSİNİN NOT SİSTEMİ İÇERİSİNDEKİ YERİ

Not Değerlendirme Sistemini ayrıntılı olarak sitemizdeki "Öğrenci" sekmesindeki Hazırlık Okulu tanıtımı içerisinde bulabilirsiniz.

Burada sadece Rd&Wr Dersindeki çalışmaların Kur ortalamanıza katkısı verilecektir.

Rd&Wr Dersindeki çalışmalar Kur notunuza 10 + 4 (CPG) = 14 puan katkıda bulunmaktadır.

RD&WR Quiz = % 20	}	% 100 = 10 Puan + 4 Puan CPG
Reader Quiz = % 30		
Portfolio = % 50		

Tabii ki diđer sınavlarımızdaki (quizler, Mid-term ve ELT) okuma ve yazma bۆlmlerini de dşnrseniz bu ađırlık ok daha fazla artmaktadır.

CPG notunun kur ierisindeki oranı 10 puandır ve bu notun 6 puanı Main Course hocası, kalan 4 puan ise RD&WR dersi hocası tarafından verilmektedir.

## 9. Speaking Portfolio

**A1 Seviyesinde MC hocalarınızdan birine,**

**A2, B1 ve B1+ Seviyelerinde, Task 1 ve 2 iin MC hocanıza karşı sorumlusunuz.**

Sp Task 1 iin ařađıda seviyenize gre belirtilmiř olan konu hakkında bir video hazırlayıp, hocanızın sizden isteyeceđi řekilde (Cd, mail, drive, flash disk vs..) belirtilen tarihe kadar kendisine teslim etmelisiniz. Videolar hazırlanırken sre, ierik, telafuz, gramer vb. konulara dikkat etmelisiniz. Kesinlikle okumadan kaınmalısınız ve hocanıza okumadıđınızı hissettirmelisiniz.

Sp Task 2 iin yine ařađıda seviyenize gre belirtilmiř olan konu hakkında, hazırlanırken hocanıza da danıřıp fikrini alarak, bir sunum hazırlayıp belirtilen tarihler arasında sınıf ierisinde sunmanız gerekmektedir.

Role-play veya Interview gibi 2 veya daha fazla đrencinin katılımını gerektiren tasklarda, task sadece 1 đrencinin taskı olarak deđerlendirilecektir ve o đrenci notlandırılacaktır. Diđer đrenciler yardımcı oyuncu olarak dřnlecek ve notlandırılmayacaklardır.

## 10. SPEAKING PORTFOLIONUN NOT SİSTEMİ İERİSİNDEKİ YERİ

Speaking Portfolio kur ortalamanıza 10 puan olarak katkıda bulunur.

Sp Task 1 = % 50  
Sp Task 2 = % 50 } % 100 = 10 puan


## 7. PORTFOLIO VERİLİŞ VE TESLİM TARİHLERİ

### WRITING


\* Writing Portfolio ödevleri dersin hocası tarafından belirlenen günlerde yapılır ve toplanır.

Telifisi yoktur.

### WRITING

	A1	A2	B1
 RD&WR Quiz	<b>23 OCTOBER 2019</b> ( <u>Quiz 2</u> in the Academic Calendar)	<b>23 OCTOBER 2019</b> ( <u>Quiz 2</u> in the Academic Calendar)	<b>23 OCTOBER 2019</b> ( <u>Quiz 2</u> in the Academic Calendar)
Reader Quiz	<b>ASSIGNMENT OF THE READER</b> 01-04 October 2019  <b>READER QUIZ</b> 20 NOVEMBER 2019 ( <u>Quiz 5</u> in the Academic Calendar)	<b>ASSIGNMENT OF THE READER</b> 01-04 October 2019  <b>READER QUIZ</b> 20 NOVEMBER 2019 ( <u>Quiz 5</u> in the Academic Calendar)	<b>ASSIGNMENT OF THE READER</b> 01-04 October 2019  <b>READER QUIZ</b> 20 NOVEMBER 2019 ( <u>Quiz 5</u> in the Academic Calendar)
Portfolio Task 1	<b>Date of Assignment</b> 21-25 OCTOBER 2019  <b>Date of Final Draft Submission:</b> 08 November 2019	<b>Date of Assignment</b> 21-25 OCTOBER 2019  <b>Date of Final Draft Submission:</b> 08 November 2019	<b>Date of Assignment</b> 21-25 OCTOBER 2019  <b>Date of Final Draft Submission:</b> 08 November 2019
Portfolio Task 2	<b>Date of Assignment</b> 11-15 November 2019  <b>Date of Final Draft Submission:</b> 22 November 2019	<b>Date of Assignment</b> 11-15 November 2019  <b>Date of Final Draft Submission:</b> 22 November 2019	<b>Date of Assignment</b> 11-15 November 2019  <b>Date of Final Draft Submission:</b> 22 November 2019

# SPEAKING

	A1	A2	B1
 <p><b>Task 1</b></p>	<p><b>Date of Assignment</b> 01-04 October 2019</p> <p><b>Date of Submission:</b> 25 OCTOBER 2019</p> <p><b>VIDEO RECORD</b> Talk about the best place to live in the world. (its people, geography, food, traditions and other characteristics.....)</p> <p>(for about 3-4 minutes)</p>	<p><b>Date of Assignment</b> 01-04 October 2019</p> <p><b>Date of Submission:</b> 25 OCTOBER 2019</p> <p><b>VIDEO RECORD</b> Talk about your happiest and unhappiest moments or experiences in your life.</p> <p>(for about 4-5 minutes)</p>	<p><b>Date of Assignment</b> 01-04 October 2019</p> <p><b>Date of Submission:</b> 25 OCTOBER 2019</p> <p><b>VIDEO RECORD</b> Choose one of the topics below.</p> <ol style="list-style-type: none"> <li>1. Introduce a restaurant in Trabzon (what is special about it, who eats there, why you advice it, where it is, who works there, etc..)</li> <li>2. Talk about the life of a working mother (advantages and disadvantagesof it)</li> </ol> <p>(for about 6-8 minutes)</p>
<p><b>Task 2</b></p>	<p><b>Date of Assignment</b> 01-04 October 2019</p> <p><b>Date of Presentation:</b> 04-08 November 2019</p> <p><b><u>Presentation</u></b> Talk about interesting photos of <u>YOU</u> and its background story.</p> <p>(in-class presentation for 4-5 minutes)</p>	<p><b>Date of Assignment</b> 01-04 October 2019</p> <p><b>Date of Presentation:</b> 04-08 November 2019</p> <p><b><u>Presentation</u></b> Choose memorable photos from your family album, show them on the screen and talk about the story behind them in details (in-class presentation for 5-6 minutes)</p>	<p><b>Date of Assignment</b> 01-04 October 2019</p> <p><b>Date of Presentation:</b> 04-08 November 2019</p> <p><b><u>Presentation</u></b> Choose a stereotype and give your opinions about it.</p> <p>(in-class presentation for 6-8 minutes)</p>

## 11. ERROR CORRECTION CODES

ERROR CODE	EXPLANATION	EXAMPLE SENTENCE	CORRECTED SENTENCE
Fr	Sentence Fragment	<u>When I am happy.</u> Fr	When I am happy, I sing.
WT	Wrong Tense	Sue <u>goes</u> to school last year WT	Sue went to school last year.
WO	Word Order Error	She likes <u>pizza eating.</u> WO	She likes eating pizza
WW	Wrong Word	I <u>did</u> a very delicious cake. WW	I made a very delicious cake
WF	Word Form Error	I am <u>boring</u> in the WF dormitory.	I am bored in the dormitory.
VF	Verb Form Error	Harry <u>do</u> his homework. VF	Harry does his homework
X	Extra Word	She comes <u>to</u> here at 9:00. X	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 Pr	Amy is talking to teacher
A	Article Error	My mother is Λ housewife A	My mother is a housewife
P	Punctuation Error	I like reading boks P	I like reading books.
C	Capitalization Error	I go to school on <u>monday.</u> C	I go to school on Monday.
Sp	Spelling Error	My <u>favourite</u> color is red. Sp	My favourite color is red.
?	Meaning or handwriting is not clear	Myfatherlikesswimming inthesea. ?	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.

## 12. 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.)
<b>1. Content &amp; Organization</b> - Has a good command of the subject - Topic developed with relevant details - Development of ideas- logical, easy to follow - Good use of transitions/signposting					
<b>2. Language use</b> - 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					
<b>3. Speaking Skills</b> - Speech is intelligible - Speaks clearly with accurate pronunciation - Speaks fluently with only minor hesitations					
<b>4. Delivery</b> - 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					
<b>5. Presentation of the material</b> - 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					

### 13. ROLE PLAY RUBRIC

<b>Criteria for each student</b>		
<b>1. Overall performance</b> - Is well-prepared, does not read from cards - Is enthusiastic and lively - Has good eye contact, gestures, and mimes - Has a positive impact on the audience	...../ 20	<b>60</b>
<b>2. Vocabulary</b> - Uses a wide range of appropriate level vocabulary with few errors - Does not hamper communication	...../ 10	
<b>3. Grammar</b> - Uses a wide range of appropriate level structures with few errors - Does not hamper communication	...../ 10	
<b>4. Pronunciation</b> - Speaks clearly with accurate pronunciation and intonation	...../ 10	
<b>5. Fluency</b> - Speaks fluently with only minor hesitations - Speech is natural, not memorized	...../ 10	
<b>Criteria for the whole group</b>		
<b>1. Equal participation</b> - Each student is active and contributes more or less equally to the play	...../ 20	<b>40</b>
<b>2. Content</b> - Has a realistic, class-appropriate, and well-developed scenario	...../ 10	
<b>3. Length of the role-play</b> - The dialogue is within time limits. (Time limit changes depending on the task and the level.)	...../ 10	
	<b>TOTAL</b>	<b>100</b>



## 14. WRITING ASSESSMENT CRITERIA

	0-4	5-8	9-12	13-16	17-20	21-24
<b>Content</b>	<ul style="list-style-type: none"> <li>-No relevance to the task or task not attempted</li> <li>- Little or no development of ideas</li> </ul>	<ul style="list-style-type: none"> <li>-Considerably irrelevant to the topic</li> <li>- Shows little knowledge of subject</li> </ul>	<ul style="list-style-type: none"> <li>- Inadequate coverage of the topic</li> <li>- Addresses the topic using inappropriate and/or insufficient ideas</li> </ul>	<ul style="list-style-type: none"> <li>- Adequate coverage of topic</li> <li>- Addresses the topic using somewhat appropriate and/or sufficient ideas</li> </ul>	<ul style="list-style-type: none"> <li>- Good coverage of topic</li> <li>- Addresses the topic using clear, appropriate, and sufficient ideas</li> </ul>	<ul style="list-style-type: none"> <li>- Very good coverage of topic</li> <li>- Fully developed passage with very good justification</li> </ul>
<b>Organization</b>	<ul style="list-style-type: none"> <li>- Completely disorganized</li> <li>- Lacks unity and coherence</li> </ul>	<ul style="list-style-type: none"> <li>-Disorganized (inappropriate format)</li> <li>- Mostly incoherent; ideas disconnected</li> </ul>	<ul style="list-style-type: none"> <li>- Inadequately organized (badly expressed topic sentence, repetitive and unclear concluding sentence, insufficient supporting ideas)</li> <li>- Considerably incoherent; ideas are not well connected</li> </ul>	<ul style="list-style-type: none"> <li>- Adequately organized (a weak topic sentence, unbalanced development of supporting ideas)</li> <li>- Mostly coherent and fluent passage; ideas flow meaningfully and logically, but may contain some redundancy and some unclear connections</li> </ul>	<ul style="list-style-type: none"> <li>- Generally well-organized (sufficiently developed topic sentence, supporting ideas, and concluding sentence)</li> <li>- Coherent and fluent passage; ideas generally flow meaningfully and logically</li> </ul>	<ul style="list-style-type: none"> <li>- Well-organized (a clear topic sentence, fully developed supporting ideas, and a good concluding sentence)</li> <li>- Very coherent and fluent passage</li> </ul>
<b>Vocabulary</b>	<ul style="list-style-type: none"> <li>- Very limited range</li> <li>-Very poor knowledge of words, idioms, and word forms</li> </ul>	<ul style="list-style-type: none"> <li>-Uses limited range of words, most of which are inaccurate or irrelevant</li> <li>- Translation-based errors</li> </ul>	<ul style="list-style-type: none"> <li>- Shows some use of varied word choice that is relevant to the content</li> <li>- Frequent word/idiom errors; inappropriate choice and usage</li> </ul>	<ul style="list-style-type: none"> <li>- Uses adequate range of vocabulary that is relevant to the content</li> <li>- Some errors of word/idiom choice, but effective transmission of meaning.</li> </ul>	<ul style="list-style-type: none"> <li>- Uses a wide range of vocabulary that is relevant to the content effectively and accurately</li> <li>- Very few mistakes in the word/ idiom choice</li> </ul>	
<b>Grammar</b>	<ul style="list-style-type: none"> <li>-Serious lack of language</li> </ul>	<ul style="list-style-type: none"> <li>The language is rarely clear</li> <li>-Significant defects in the use of complex constructions; frequent errors in agreement, number, tense, negation, word order, articles, pronouns, prepositions</li> </ul>	<ul style="list-style-type: none"> <li>- Several problems with using appropriate grammatical structures, which affect comprehension</li> <li>- There are occasional errors in agreement, number, tense, negation, word order, articles, pronouns, prepositions</li> </ul>	<ul style="list-style-type: none"> <li>-No major difficulties in the use of appropriate grammatical structures</li> <li>- Some problems in the use of complex constructions; a few errors in agreement, number, tense, word order, articles, pronouns, prepositions</li> </ul>	<ul style="list-style-type: none"> <li>- Uses a wide range of level structures effectively and accurately</li> <li>- Very few mistakes agreement, number, tense, word order, articles, pronouns, prepositions</li> </ul>	
<b>Mechanics</b>	<ul style="list-style-type: none"> <li>- No control over spelling and punctuation, capitalization, and paragraph indentation etc</li> </ul>	<ul style="list-style-type: none"> <li>- Occasional errors in spelling, punctuation, capitalization, paragraph indentation, etc., which do not interfere with meaning</li> </ul>	<ul style="list-style-type: none"> <li>- Masters conventions of spelling, punctuation, capitalization, paragraph indentation, etc</li> </ul>			

