

KARADENIZ TECHNICAL UNIVERSITY SCHOOL OF FOREIGN LANGUAGES
SCHOOL OF FOREIGN LANGUAGES DEPARTMENT OF FOREIGN LANGUAGES
PREPARATORY WRITING & SPEAKING PORTFOLIO GUIDE
(2nd PERIOD)

In the 2021-2022 academic year, you will be required to prepare portfolios to evaluate your writing and speaking skills at A1, A2 and B1 levels. The portfolio contents planned for this year and the rules to be followed are explained below.

1. Apart from the exercises in writing and speaking skills that will be covered in the lessons during a course, exams and assignments will be given to measure these skills. These exams and assignments will affect your final grade.
2. The impact of your portfolios on the exchange rate average will be 5% for the writing portfolio and 10% for the speaking portfolio. Evaluations will be made out of 100 points for each assignment.

Writing Portfolio

Your Writing Portfolio makes up 5% of your semester grade. The Writing Portfolio consists of the writing activities of the Main Course books you studied in your lessons. The instructor of the course will ask you to do the relevant writing assignments and you will submit your writings to the person in charge of the course. Afterwards, the instructor of the course will check your writings, mark your mistakes with correction codes and add the necessary explanations and return it to you. You will rewrite your assignment, taking into account the correction codes and explanations, and file the first draft and final draft. You will submit your file when the Course Manager asks you to. All the articles you write in this way will form your writing portfolio and the course instructor will grade your portfolio according to how much your writing skills have improved in the process.

Writing skill will not be measured by portfolio alone. Your writing skills will be measured and evaluated in our quizzes (Quizzes) and midterm exams (Mid-Term).

Speaking Portfolio

Speaking Portfolio will make up 10% of your semester grade. Your Speaking Portfolio note consists of an explanation of the reading books in class and an individual presentation at the end of the semester in the week specified in our academic calendar.

Narration of Reading Books (Readers): Along with your Main Course books, you will receive a set of 25 digital readers suitable for your level. The instructor of the course will ask you to tell a story of your own choosing in the last two hours of the week. You will choose a different book for each week. The instructor of the course will listen to your stories and take notes by making random selections from the class list during that class hour. At the end of the period, your grade will be determined based on your overall performance.

Students at A1 Level have to prepare for 4-5 reader lectures in a period (book lectures begin after Past Tense is practiced).

Students at A2 and B1 levels have to prepare for 6-7 reader lectures per semester.

Speaking Presentation: In the week determined in our academic calendar, each of you will make presentations on the topics determined for your level, using the appropriate grammar and vocabulary for your level. Each period's Speaking presentation topics will be announced in the Speaking & Writing Portfolio document. You will prepare and present your presentation and be graded by consulting and informing the relevant course supervisor on the determined topic(s).

Readers Presentation + Speaking Presentation = Speaking portfolio

6 points + 4 points = 10 points

SPEAKING PRESENTATION

	A1	A2	B1
<p>Task 2</p>	<p>Date of Presentation: 21-25 March 2022</p> <p><u>Presentation</u></p> <p>Give general information about what you like doing in your free time. Then, choose one of your hobbies and give detailed information about it. (5-7 minutes)</p>	<p>Date of Presentation: 21-25 March 2022</p> <p><u>Presentation</u></p> <p>Describe your city or a city you know well. Talk about its <i>location, population, food, nature, weather, social facilities, attractions...etc.</i> Also, talk about its <i>past</i> (some historical facts), <i>present</i> and <i>future</i> (projects such as parks, roads, shopping malls, public transport ...etc. and your expectations about the city)</p> <p>*Make use of the tenses; <i>present, past, and future.</i> (in-class presentation for 7-9 minutes)</p>	<p>Date of Presentation: 21-25 March 2022</p> <p><u>Presentation</u> Choose any topic and consult your teacher about your topic. If it is approved, you can present it.</p> <p>(in-class presentation for 8-10 minutes)</p>

11. 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 <i>WF</i> dormitory.	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 boks <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.

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.)
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					

