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| **Meeting Type** | **L&S Course Group**  | **Date**  | **17.10.2024** |
| **Venue** | **A 201** | **Time** | **13:15** |
| **Attendees** | **S...............Ç...........****S...........T...........****C...........G............D.............****G............G...............D..............****O..............O****S..............H.......****A................Ö.............** | **Missing Attendees** | **None**  |
| **Moderator** | **S................Ç.............** | **Next Meeting** |  |
| **Agenda** | * **Determining the presentation topics for both A and B levels**
* **Defining duties for the preparation of 1st Midterm exam**
* **Determining the exam contents of L&S**
* **Evaluating the progress of the syllabus**
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| **Decisions/ action****steps** | **In the meeting, the following decisions are made;** **-Both A and B classes will make their first presentations before the first midterm exam. A Classes will make a presentation about the description of a person/place/ free time activity. B classes will make a presentation on the professions of the future and skills and personality traits needed for them. Teachers will give plus or minus grade for the performances of students in their presentations.** **The instructors to listen to the presentation and give feedback are as follows:****A1:S............Ç.............. A2: Dr. A..............Ö............****A3: Dr. A...........Ö............ A4:G..........G........D........****A5:S.........Ç.......... A6: Dr. C..........G............D..........****A7:S.......T............. A8:S......Ç.................****B1:S.......T............ B2:S.....T................** **-In the first speaking exam, students will be asked to describe a picture in both A and B levels. Before the exam, necessary preparatory studies about picture description will be held in the classes.** **-The first 4 units of Skilful Foundation and 3 units of Skilful Level 1 will be included in the first Listening exam. There will be 4 parts in the listening exam. In the first part, the vocabularies within a context will be asked and in the other three parts students are required to answer the listening questions.** **-The instructors to prepare the questions are as follows;** **L&S A Level S......Ç.............**  **L&S B Level S..............T...........** **-The questions are required to be submitted to B.......Ç the head of A&B Level Testing Unit by November 1, 2024.**  |
| **Minute Taker** | **S......Ç.............** |