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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** | | |
| **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.............** | | |