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| **Meeting Type** | **L&S Course Group** | **Date** | **26.11.2024** |
| **Venue** | **A 201** | **Time** | **13:25** |
| **Attendees** | **S...............Ç**  **S...........T..........**  **C.............G..............D...........**  **G............G...............D..........**  **R..........A............** | **Missing Attendees** | **None** |
| **Moderator** | **S..............Ç.............** | **Next Meeting** |  |
| **Agenda** | * **Reflections and remarks on the first L&S midterm exam** * **Determining the presentation topic for both A and B levels** * **Providing extra material** * **Defining duties for the preparation of 2nd Midterm exam** | | |
| **Decisions/ action**  **steps** | **In the meeting, the following decisions are made;**    **-Reflections and remarks on the first midterm exam were received and it was decided not to use holistic rubric for the second speaking exam.**  **-The second presentation topic will be on ‘’a *memorable experience’’*. The presentation outline will be shared one week before the presentation.**  **-Listening and speaking pack will be shared in our classes both to support students in their exam preparation and be used during extra time in lessons.**  **-The exercises on pages 162 to 167 will be completed as time permits after finishing the unit.**  **-The instructors to prepare the questions are as follows;**  **L&S A Level S.............Ç.........**  **L&S B Level S..............T..........** | | |
| **Minute Taker** | **S...........C...............** | | |