



Meeting Type	R&W Course Group	Date	04.10.2024
Venue	A 201	Time	13:25
Attendees	U.....A..... M.....K..... A.....N.....P..... B.....Ç.....	Missing Attendees	None
Moderator	U.....A.....	Next Meeting	
Agenda	<ul style="list-style-type: none">• Introducing the books to be taught in classes to the group• Conducting extra reading activities in A classes• Determining the types of quiz questions• Sending the writing form to the students• Determining the total writing work for the fall semester		
Decisions/ action steps	<p>In the meeting, the following decisions are made;</p> <ul style="list-style-type: none">▪ In A classes, during the first semester Skillful Foundation (R&W) and during the second semester Skillful 1 books will be covered in classes.▪ In B classes, in the first semester Skillful 1 and in the second semester Skillful 2 books will be covered.▪ If there is time after completing the topics in the units in A classes, the Reading Pack prepared for the fall semester will be covered.▪ A reading quiz consisting of a total of 20 questions will be prepared for A and B classes. (10 words and 10 reading questions)▪ The writing form prepared for the students' in-class writing activities will be sent to the students digitally, and the students will be asked to bring a copy of this form to class during the writing weeks.▪ It has been decided that the students will write 7 paragraphs throughout the first semester.		
Minute Taker	U.....A.....		