



Meeting Type: C Level Grammar Meeting	Date: October 25, 2023	Venue: A 202
Attendees: E.... B..... S..... C....	Missing Attendees: None	Moderator: E.... B.....
Agenda	<ul style="list-style-type: none">• Preparations for the 1st midterm exam	
Decisions/ action steps	Meeting was started with wishes and requests. The decisions taken at the meeting are as follows: <ul style="list-style-type: none">• E.... B..... is to prepare the grammar questions of the 1st midterm exam for C Level students based on the following specifications;<ul style="list-style-type: none">✓ The grammar part of the exam will consist of 20 questions (cloze tests and sentence-completion questions).✓ All questions must be multiple-choice.• S..... C.... will proofread the questions before they are sent to the testing coordinator.• The units in the first 6 weeks of the fall semester syllabus will be included in the midterm exam.• The content of midterm exam will be announced to the students.	
Minute Taker	E.... B.....	