**MEETING REPORT**

**MEETING DETAILS**

**Name / Topic:** Department of Foreign Languages Module 2 Week 5 Meeting

**Date and Time:** 04.01.2023 at 15:10

**Place:** Meeting Room

**Chair:** Lect. Erkan TUNÇ

**Attendants:** Vice-Principals, Coordinators, Lecturers

**AGENDA**

1. Lect.Erkan TUNÇ welcomed everyone and started the meeting with today’s agenda.
2. Lect.Erkan TUNÇ: Today’s topic is the results of the Timed Writing quiz.
3. Lect. Alper KALYONCU: A and P groups wrote an Effect Paragraph. It was not an easy topic to write about, it was an academic subject, so there were some students who got low grades. However, in A2 and P1 classes there are some off-topic papers; these students wrote reasons instead of results. On the other hand, E and B groups wrote a Narrative Paragraph. The results are better. The main problem of these groups is grammar and vocabulary. However, the main problem about the weak students is absenteeism; most of the students who were off-topic were among the ones who do not attend classes regularly. Other writing lecturers can give more realistic and detailed information about the exam.
4. Lect. Erkan Tunç: In P, A2, and B groups have attendance problems. Funda how can you evaluate the exam results?
5. Lect. Funda Aznik: In A2, some students do not attend the lessons regularly. That’s why they got low grades. The students confuse Cause and Effect paragraphs. In P1, I felt bad for some of the students whose paragraphs were off-topic. The students do not attend the lessons in the afternoons. In Brighton classes, the grades are not bad. The results are normal. I want to thank Alper Teacher because he graded all of the exam papers again. P1 students want to be given two topics in the exams.
6. Lect. Alper Kalyoncu: That is possible in some of the exams. I can do it for more difficult subjects like Opinion Paragraph.
7. Lect. Esin Apçin: In E1, the students had some grammatical mistakes in the exam. Some of the students had problems with the tenses in the Narrative Paragraph exam. E1 class is better than E2. In E2, there are a lot of weak students. Some of the students can go to Brighton 1 class.
8. Lect. Erkan Tunç: In E1, the attendance was not taken on the 3rd block. Who is the teacher? Can you take the attendance?
9. Lect. Cansu Kalkan: I was in that class on the 3rd block. Okay. I will do it.
10. Lect. Erkan Tunç: Who was in Peterborough on the 4th and 5th block?
11. Lect. Deniz Alkan Aydın: I was in that class. Everybody was in the class.
12. Lect. Erkan Tunç: Okay, thank you
13. The meeting adjourned at 15:45.