**MEETING REPORT**

**MEETING DETAILS**

**Name / Topic:** Department of Foreign Languages Weekly Meeting- Week 5

**Date and Time:** 02.11.2022 at 15:10

**Place:** Meeting Room

**Chair:** Lect. Erkan TUNÇ

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

**AGENDA**

1. Lect. Erkan TUNÇ welcomed everyone and started the meeting with today’s agenda.
2. Lect. Erkan TUNÇ: Today’s main topic is the results of the Timed Writing quiz. Please follow the statistics. Alper, how do you evaluate the results?
3. Lect. Alper Kalyoncu: This is the first writing exam; so the word limit is low. That is why the results are good. We can make more accurate comments about the results when they write longer paragraphs. Addington and Peterborough classes are successful. In A2, one student was Off Topic. In P, there were 2 absent students.
4. Lect. Alper KalyoncuIn other groups there are 7 students who got below 60; Esin Hoca stated that the main reason for this was basic grammar mistakes. And some of the students lost points from the indentation and title mistakes. The graders can give more details about the classes. Also, there were 3 absent students in total.
5. Lect. Alper Kalyoncu: Today, I talked with the students who got low grades. I warned them and underlined the importance of studying hard at the beginning of the term. Also, I talked to the students who did not take the exam. I advised them to be more attentive.
6. Lect. Ebru Güvenç: Brighton 1 is better than Edinburgh 2.
7. Lect. Funda Aznik: Addington 2 students are not active in the class. They are very silent during the lessons.
8. Lect Alper Kalyoncu: Please observe Elif Ay. I think she needs special attention; maybe we can change her class later on.
9. Lect. Ayşe Aykal: In the listening exam, the students will listen to the lecture only once.
10. Lect. Erkan Tunç: We do not have many absenteeism problems this year when compared to the previous years.
11. Lect. Erkan Tunç: The students say that they live far away from the campus. It is difficult for them to catch the bus at 3 o’clock. They want to leave school early. If it is okay for you, we can leave them at 14:55 but we have to start the lessons 5 minutes earlier.
12. All teachers agreed.
13. Lect. Alper Kalyoncu: I would like to thank Ayşe Aykal and Simay Avseven for their efforts and organisation at the Halloween Party today. It was fantastic and entertaining for the students and good for their orientation to the school.
14. The meeting adjourned at 15:30.