**MEETING REPORT**

**MEETING DETAILS**

**Name / Topic:** Department of Foreign Languages Weekly Meeting- Week 6

**Date and Time:** 09.11.2022 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, we will discuss the results of Reading and Listening quizzes. Please review the statistics. Let us start with the Reading quiz.
3. Lect. Erkan TUNÇ: Generally, I am happy with the reading results. There are some vocabulary mistakes. In A2, they had difficulty in object pronouns. In E1 and E2, there is no common mistake. In B1, the students had problems with the possessive adjectives.
4. Lect. Deniz Aydın: A1 is good; Qabas is weak; maybe she will improve later. In A2, especially the foreign students are weak. Faroq’s is not interested in the lesson and Lama has a concentration problem. However, Ragad can improve as the year progresses. Also, it is interesting that the students who failed last year are still unsuccessful.
5. Lect. Cansu Kalkan: In the exams, we can use the same words in the materials we use in the class. The results can be better. The students say that they have difficulty in ‘Doesn’t say’ questions.
6. Lect. Erkan Tunç: However, a lot of students gave the right answer.
7. Lect. Cansu Kalkan: In B1, some students underlined the words. I warned them about it. Muhammed and Abdurrahman are weak.
8. Lect. Erkan Tunç: Now it is time to discuss the Listening exam. Ayşe Hocam, how do you evaluate the exam?
9. Lect. Ayşe Aykal: I was disappointed because I was expecting better grades from the A1 and A2 classes. (Ayşe teacher listed the names of the students who scored low on the quiz).
10. Lect. Ayse Aykal: Please adjust the sound of the lecture according to the class. Some students said they could not hear during the listening quiz.
11. Lect. Cansu Kalkan: In B1, some students had problems with the recording. They said there was a background voice during the recording.
12. Lect. Deniz Aydin: E classes are good. P has spelling mistakes, especially in part 2.
13. Lect. Alper Kalyoncu: Our foreign student representative works very hard. I am very happy to work with him. He always informs the students and helps and guides them.
14. Lect. Erkan Tunç named the students with attendance issues.
15. The meeting adjourned at 15:45.