**MEETING REPORT**

**MEETING DETAILS**

**Name / Topic:** Department of Foreign Languages, Writing Skill Meeting

**Date and Time:** 30.11.2022, at 11:00 – 12:00

**Place:** Vice Principal’s office

**Chair:** Lect. Alper KALYONCU

**Attendants:** Vice Principal and Writing Coordinator, Writing Lecturers

**AGENDA**

1. Lect. Alper KALYONCU started the meeting with the agenda and stated that they had a very successful module.
2. Lect. Alper KALYONCU: Let us start with the discussion of Module 1. What went right or what went wrong?
3. Lect. Funda AZNİK: I think everything was all right for Module 3. It was the first time I had ever used Great Writing, and everything was fine about E and B classes. The UOE book and Writing book was coherent.
4. Lect. Esin APÇİN: I agree. I think the exercises in the book were great.
5. Lect. Funda AZNİK: For A and P, Definition paragraph was difficult for A2 classroom.
6. Lect. Alper Kalyoncu delivered the Homework Checklists and stated that he will organize and give the in-class quiz in Week 2.
7. Lect. Alper KALYONCU: Ok then, let us talk about Module 2.
8. Lect. Alper KALYONCU delivered the syllabi and went over the syllabus for Edinburgh and Brighton classes.
9. Lect. Alper KALYONCU delivered the syllabi and went over the syllabus for Addington and Peterborough classes.
10. Lect. Alper KALYONCU: Are there any issues you would like to change in the syllabus?
11. Lect. Funda AZNİK: Can we have alternative assignment topics for each subject.
12. Lect. Alper Kalyoncu: Yes, sure. Please, follow the syllabus week by week and do not ask topics other than the ones that are written in your syllabus, and I informed.
13. Lect. Esin APÇİN: No, everything seems good. Can we have the softcopy of the book and the answer key.
14. Lect. Alper Kalyoncu shared the softcopy of the book.
15. Lect. Alper KALYONCU: Record keeping is very important for Teacher assessment grades. Please keep records of your in-class quiz results, participation and assignments and portfolios. You can give our Great Writing book’s online platform to give online homework. You can give the units that you did not assign in the 1st module.
16. Lect. Alper KALYONCU: In the 2nd Module, E and B classes will start to use our book named Let’s Write. Please inform them in advance. You can find the syllabi and other necessary documents like criteria and conversion tables in the appendix part.

Also, I need to underline one last issue. Our book needs to be checked throughout the year, so please mark when you come across a mistake, then we will correct it in the upcoming version. Do you have other things to ask?

1. Lect. Esin APÇİN: I am very happy to be a part of this group. You are very helpful and kind.
2. The meeting adjourned at 15:00.