



Dear Students,

In our English Preparatory program, which is strong, proven and enriched with online programs, we primarily teach you how to learn a foreign language with our Turkish and foreign instructors who are experts in their fields. During the program, our goal is to make you an autonomous learner who thinks critically and takes responsibility for his or her learning. At the end of this process, you will have learned English in real international standards because your English level is officially registered with a TOEFL test result. In the English Preparatory Program, with the activities of our foreign teachers and American guest students, America comes to you. Also, a rich learning environment awaits you with our modern individual study centers and reading room.

The Department of Foreign Languages offers you the opportunity to learn a second foreign language besides English. We are certain that you will learn one of the languages offered including German, French, Spanish, Russian, Italian, Chinese, Japanese, and Arabic, and you will take firm steps towards becoming successful professionals in the international arena.

## **TOBB UNIVERSITY OF ECONOMICS AND TECHNOLOGY DEPARTMENT OF FOREIGN LANGUAGES GENERAL INFORMATION**

### **Placement Exam (Preliminary Exam)**

All students newly enrolled in university are also deemed to have registered in the Placement Exam, and they are required to take the exam.

Students enrolled in programs that offer education in Turkish can take exemption from courses coded ING001U and ING002U if they score 60 or above.

Sections of the exam:

- Listening Comprehension (25 questions / 42 minutes)
- Grammar and Vocabulary (65 questions / 45 minutes)
- Reading Comprehension (45 questions / 45 minutes)

Attached you may find sample exam questions.

### **Pre-Program Proficiency Exam-TOEFL ITP**

Students who score 65/100 or above in the Placement Exam can take the TOEFL-ITP Proficiency Exam.

Sections of the exam:

- Listening Comprehension (50 questions / 40 minutes)
- Grammar (40 questions / 25 minutes)
- Reading Comprehension (50 questions / 55 minutes)

Students who score 500 or above (550 for English Language and Literature) and succeed in the TOEFL ITP can register to the undergraduate programs.

\*Students enrolled in departments offering education in Turkish (Turkish Language and Literature, Interior Architecture and Environmental Design, Visual Communication Design) are transferred to undergraduate programs regardless of whether they are successful in the Placement Exam or Pre-Program Proficiency Exam. Students who are enrolled in departments offering education in Turkish and wish to study in Preparatory Program are required to apply with their petition to the Department of Foreign Languages secretariat within 5 business days following the announcement of the TOEFL ITP results.

The TOEFL ITP sample exam questions are available at:  
[https://www.ets.org/toefl\\_itp/content/sample\\_questions/](https://www.ets.org/toefl_itp/content/sample_questions/)

### Equivalency for Preparatory Program Exemption

Exam Type	YÖKDİL	*TOEFL ITP	**TOEFL IBT	YDS/e-YDS	***PTE ACADEMIC
All Departments Excluding Department of English Language and Literature	75	500	61	75	59
English Language and Literature (ELL)	80	550	79-80	80	76

\* TOEFL ITP exam results conducted only at TOBB ETU are valid.

\*\* Results are only accepted if the TOEFL IBT exam was taken at TOBB ETU, Boğaziçi University and Ankara Turkish-American Association. It is obligatory for the exam result document to have a photo.

\*\*\* Only PTE exams taken at Yıldırım Beyazıt University are accepted.

### Placement and Proficiency Exams Principles and Program Duration

Students who are enrolled in the programs that offer 30% English education (All departments except Turkish Language and Literature, Interior Architecture and Environmental Design and Visual Communication Design) (Eng. Lang. Lit.: 550) and have a score of less than 500 in the Pre-Program Proficiency Exam (TOEFL ITP) begin their English Preparatory Education.

According to the results of the Proficiency Exam, students' English preparatory program levels are determined as follows:

A Foundation Level (AF)	A Beginner Level	Level B	Level C	Level D
Students who haven't taken the Placement Test or who score 49 or below in the Placement Test	Students who score between 50-64 in the Placement Test or 399 and below in the Pre-Program Proficiency Exam	Students who score between 400-449 in the Pre-Program Proficiency Exam	Students who score between 450-499 in the Pre-Program Proficiency Exam	English Language and Literature department students who score between 500-549 in the Pre-Program Proficiency Exam

The upper level of A level is B, the upper level of B is C and for ELL students, the upper level of C is D level. The duration of each level is 1 term (approximately 13 weeks).

A Foundation level has 30 hours per week; A Beginner, B, C and D levels have 25 hours per week.

International exam result documents are not taken into consideration in determining the level.

The class lists will be hung at the entrance of the building before the classes on the same day.

## Program Content

The English Preparatory Program consists of Main Course, Reading & Writing and Listening & Speaking where four language skills are taught together. Our students have to fulfill different requirements (homework, presentation, portfolio, etc.) for all courses to be successful. These courses are conducted by different instructors. Each course has a separate book. Students are required to attend classes with books and related course materials. Since online resources affect approximately 60% of the homework grade, it is recommended to buy these resources. Students with missing course materials are not allowed to attend the course.

## Absenteeism

In the English Preparatory Program, students are required to attend at least 90% of the courses. The attendance requirement is applied separately for each term. Compulsory attendance limit can be reduced up to 80% if the student has an at least 3-day-medical report taken from full-fledged state hospitals or full-fledged university hospitals or in the event of the death of the mother, father, sibling, spouse or children. Students cannot attend classes or exams on the day they have medical reports.

During the distance education, medical reports are not accepted; instead, the compulsory attendance is directly calculated as 80%. The attendance requirement is applied separately for each term.

Students who arrive late are not allowed to attend the course and are considered absent. There is no permission from the course. However, in case of a delay caused by the school shuttles, the students using the school shuttles can take a late note from the secretariat and attend the first lesson. Students are required to follow their absenteeism regularly from the UNIPA Information System.( [ubs.etu.edu.tr](http://ubs.etu.edu.tr))

Students who do not meet the attendance requirement cannot take the Post-Program Proficiency Exam.

Students who receive temporary suspension from the university cannot attend classes and take exams during the period they are suspended.

## Calculation of Grades during the Term

The students' total grades are determined according to midterm exams, quizzes, reading exams, portfolios, assignments and projects. Whether students who meet the attendance requirement are successful or not is determined according to their total grades at the end of the term.

A level (A-Foundation and A-Beginner) students with a total grade of 70 or above at the end of the term pass on to the B level in the following term.

B level students with a total grade of 65 or above at the end of the term pass on to the C level in the following term. Students with a total grade of 80 or above are eligible to take the Post-Program Proficiency Exam.

C and D level students with a total grade of 65 or above at the end of the term are eligible to take the Post-Program Proficiency Exam.

B level students who take the Post-Program Proficiency Exam and fail pass on to C level, and C level students who take the Post-Program Proficiency Exam and fail repeat the same level (ELL students pass on to the D level if they score 500 or above in the TOEFL ITP).

Students who meet the attendance requirement but fail to pass the same level for 3 terms will pass on to the next level in the following term.

## Important Information About Exams During The Academic Year

1. Students can see their exam papers at a given course hour, but students who miss this course will not be shown their exam papers.
2. It is forbidden to copy, photograph, reproduce or use any part of the exam papers for whatever purpose.
3. Students who object to the results of the exams may submit a petition to the Secretariat of Department of Foreign Languages within 5 working days after the announcement of the exam results. Petitions written out of the time limit will not be accepted.
4. Only one petition can be filed per term.
5. Students are required to follow their grades regularly through the UNIPA Information System.

6. Students are required to attend all exams held during the Preparatory Program with the necessary stationery and student ID cards.
7. Attendance is not taken during exam hours. There are no classes on the days of Midterm.
8. Make-up exams are given only if a medical report, rectorial permission or document of death belonging to a 1st-degree relative is submitted. These exams cover the subjects of the whole term and are held at the end of the term.

### Education Period

Students enrolled in departments offering education in Turkish (Turkish Language and Literature, Interior Architecture and Environmental Design and Visual Communication Design) are exempt from the Preparatory Program. These students can proceed to their departments at the end of the term regardless of having met the exemption and attendance requirements if they attend the English Preparatory Program on demand.

Students enrolled in departments offering education in English must meet the exemption requirements to be admitted to their departments. These students:

- a) In the case of failure in the first year, they may repeat the Preparatory Program for the second year or can apply to OSYM to be transferred to another university offering education in Turkish.
- b) In the case of failure at the end of two years, they will be dismissed from the university and can apply to OSYM to be transferred to another university offering education in Turkish.

### Permissions

In the first year, except for the language courses abroad accepted by the university, students cannot suspend the term. In the second year, students can suspend the term by paying half of the tuition fee. The approval of the Department of Foreign Languages is required for the institution to be trained abroad.

Applying for suspension is made in person by submitting a petition with the receipt of the payment to the Secretariat of Department of Foreign Languages within two working days following the announcement of the results of the final qualifying exam held before the requested period of leave.

In case of applying within five working days following the deadline, three percent of the term fee is paid. For applications made after this period and until the date of add-drop for undergraduate programs at the latest, six percent of the term fee is paid. In case of application after the aforementioned deadlines, the full term fee is paid. Students can get permission for up to three terms at a time.

Students who suspend the term in their second year can take the final qualifying exam (TOEFL ITP).

### Exemption from Undergraduate English Courses Coded ING

The exemption points and letter grade equivalents of the elective courses ING 001 and ING 002 are as follows. Exemption notes for both courses (ING001 and ING002) are processed together in case of submitting a petition to the secretariat. Only one exemption can be granted with the same TOEFL certificate. It is compulsory to take the courses coded ING 003 and ING 004.

TOEFL ITP	TOEFL IBT	Letter Grade
600-677	100-120	AA
590-597	96-99	BA
580-587	92-95	BB
577	90-91	CB
567-573	86-89	CC
557-563	83-85	DC
500-553	61-82	DD
497 and below	60 and below	FF

Students enrolled in departments offering education in Turkish can take these courses online coded INGU as an alternative to ING coded courses during their undergraduate programs.

The exemption from the courses coded ING 001U and ING 002U is determined according to the results of the Placement Exam at the beginning of the academic year. Exemption is granted only for courses coded ING 001U and ING 002U at the same time. The courses coded ING 003U and ING 004U are compulsory. Exemption points and letter grade equivalents are as follows:

Placement Exam Score	Letter Grade
100-95	AA
94-90	BA
89-85	BB
84-80	CB
79-75	CC
74-70	DC
69-60	DD
59-0	FF

### Self Access Center (SAC)

Self Acces Center is our study room where the students can work with the instructors after the class hours and where there are materials and books compatible with the program. Students can access to printed resources, dictionaries, and extra exercises in the Self Access Center. There are two Self Access Centers in our department building. SAC is located on the 2nd Floor room 212 and 3rd Floor room 313, open from 14.40 to 17.00 on Monday, Tuesday, Wednesday and Thursday, closed on Fridays and at weekends.

These centers also have computers for students to practice listening exercises.



### Reading Room (RR)

Reading Room is a center where students can rest after class with books, magazines, movies and newspapers. In this relaxing atmosphere, our students can get together with their friends and watch movies, play games to help with language learning and read resources such as books and magazines.

Books, magazines, etc. cannot be borrowed from the Reading Room. Reading Room is open daily on the 1st Floor room 112 from 9:30 to 17:00 on weekdays.

In the Reading Room you can access;

- \* Books-novels
- \* Magazines and newspapers
- \* CDs and DVDs





### Computer Aided Language Learning

Online programs are accessed through the internet and compulsory to be used by our students, compatible with our educational program and parallel with the textbooks taught. Through these programs, our students have access to the extra exercises and materials of the books and units learned in class.

The passwords obtained with the original textbooks are used to register for these programs. Book sales are conducted at the beginning of the term at the stalls opened on the ground floor of the Department of Foreign Languages. From these stalls, you can obtain the textbooks and passwords of your level determined according to the Placement Exam and and/or Pre-Program Proficiency Exam results. If you have any questions or problems about registering and using online programs, you can first contact your instructor and then the related unit (Room 121-Educational Technologies Unit).

### Extracurricular Activities

In extracurricular activities, the aim is to enable the language to be perceived as a social entity by removing the language from the classroom environment and to promote and improve students' use of the language with native speakers. For this purpose, the following activities are carried out by the instructors or teaching assistants after class:

- Game Club (board games, card games, word games)
- Department Newspaper
- Book and Literature Club
- Drama Club
- Talk Club
- Debate Club
- English Friends Club
- Various competitions held throughout the term

The activities may vary according to the demands and needs of the students.



## TOEFL IBT Registration

To register for the exam, you need to create an account at [www.ets.org/toefl](http://www.ets.org/toefl) website. Exam centers and the dates on which the exams are held can **only** be viewed through this account **and no registration can be made from any exam center**. The \$185 exam fee is also paid online via this account using a debit or credit card.

Contact information for questions and problems related to the exam;

E-mail: [TOEFLSupport4Turkey@ets.org](mailto:TOEFLSupport4Turkey@ets.org)

Phone: **00-800-1420-32020** (can be called from landline phones only and is free of charge)

\* Detailed information about the Preparatory Program can be found in the rules and regulations section on our website.

<https://www.etu.edu.tr/files/dosyalar/2016/09/23/e1fe305ea57cd4fb37b85b3bef2f5305.pdf>

We wish good luck to all our students.

DEPARTMENT OF FOREIGN LANGUAGES

### Sample grammar and vocabulary questions

For questions 1- 3, choose the best answer for each question.

1.A: Are you free \_\_\_\_ September 2nd?

B: Yes, we can meet \_\_\_\_ the theater.

- A) in / to
- B) at / along
- C) on / at
- D) by / from

2. Jack doesn't like sushi and I don't \_\_\_\_.

- A) too
- B) either
- C) both
- D) alike

3.I got 85 from the physics exam. Do you know your exam \_\_\_\_?

- A) rule
- B) reason
- C) result
- D) race

### Sample reading comprehension questions

For questions 1- 5, read the text below and choose the best answer for each question.

#### BLUEBERRIES

Do you know how blueberries develop? They grow on bushes. Many blueberries can survive on one bush. At first, the blueberries are green. The green berries are not ready to eat yet. They need a lot of sun and rain to help them grow bigger and become sweet. When the berries turn blue, they are ripe and ready to be picked. If you wait too long, they get rotten and brown. Be careful about the red berries as they are poisonous and inedible.

Some farmers grow blueberries in big fields. The people who live nearby can earn money by helping to pick the blueberries. Each one takes a pail out to the field and fills it with blueberries. They work fast so that they can fill many pails. They want to earn as much money as they can. When they are done picking, their fingers are blue because of the juice of the berries!

The blueberries are picked, and then they are put into boxes and sent to stores. People buy the blueberries and take them home to eat. Some people like to wash the berries and eat them one by one. Other people like to cook with blueberries. They make blueberry muffins and pancakes. No matter how you eat them, blueberries taste great.



1. The word "grow" in line 1 and in bold means \_\_\_\_.

- A) sell
- B) develop
- C) collect
- D) bring

3. People near blueberry fields can earn money by \_\_\_\_.

- A) becoming farmers
- B) selling muffins and pancakes
- C) picking blueberries with the farmers
- D) raising blueberries.

5. What could be another title for this text?

- A) 'How to Pick Blueberries'
- B) 'How to Cook with Blueberries'
- C) 'Eating Blueberries'
- D) 'All About Blueberries'

2. What color are the blueberries BEFORE they are ready to be picked?

- A) Blue
- B) Red
- C) Green
- D) Brown

4. AFTER blueberries are picked, they \_\_\_\_ .

- A) are put into boxes
- B) become dried
- C) are planted
- D) become sweet and ripe

### **Sample listening comprehension questions**

***In this part, you are going to hear a short conversation between two people or short talks given by one person. You will listen to the conversation TWICE. After the second listening, you are going to hear a question about the conversation. After you hear the question, read the three possible answers on your sheet and mark the letter of the correct answer on your answer sheet. Now you have two minutes to look at the questions. NOW LISTEN***

#### **TAPESCRIPT**

*Tim: Hi Sandy, How is everything going?*

*Sandy: Not bad. Have you heard the latest news? Simon got the job at that big software company!*

*Tim: Yeah.. I know... He has always been hardworking and he definitely deserved it.*

*Sandy: Yeah you are right. I really envy him for finding such a job.*

1. What is the woman jealous of?

- A) Simon's new colleagues
- B) Simon's new computer
- C) Simon's new occupation

**For questions 1-4, you will hear a conversation TWICE. After you listen to the conversation for the second time, you will hear 4 questions about it. Read the three possible answers on your sheet and fill in the letter of the best answer on your answer sheet. Now you have one minute to look at the questions. NOW LISTEN**

Woman: Hi Joey. It is nice to see you again. How was your summer course in California?

Man: It was informative and beneficial. I think it is one of the best institutions in California.

Woman: I see... How were the teachers?

Man: They were all professionals in their fields. Moreover, we get along well with all of them as they were all friendly.

Woman: Then this means you had fun and did some kind of sightseeing huh?

Man: Of course, we went to California Heritage Museum, and Universal Studios in Hollywood. But unfortunately we couldn't see Wild Rivers Water Park as we didn't have time. However, believe it or not we have seen the houses of many celebrities in Beverly Hills like Victoria & David Beckham's.

Woman: You saw their house? I wish I could have seen! I have heard that their pool and the garden of their house are just magnificent.

Man: Yeah, it was gigantic yet the place which impressed me most was California Heritage Museum. The Museum features a series of rooms exemplifying periods from the late 1890s to the 1930s, specializing in the decorative arts.

Woman: Are the exhibits same all the year?

Man: There are changing exhibits and displays that depict California's culture and history, as well as contemporary art by southern California artists.

Woman: Do you think you will be attending another summer course in California again? If you do, I would like to go there mostly to see these wonderful sights!

1. How does the woman describe her summer course in California?

- (A) Beneficial
- (B) Long
- (C) Boring

2. What kind of teachers did the woman have?

- (A) Friendly
- (B) Beautiful
- (C) Young

3. Which of the following did the woman do in California?

- (A) He visited Wild Rivers Water Park.
- (B) He went to California Heritage Museum.
- (C) He wanted a house in Beverly Hills.

4. What does the woman want to learn about California Heritage Museum?

- (A) If it includes decorative arts
- (B) If it is about California's history
- (C) If its exhibits are changing

