**2017-2018 SPRING SEMESTER**

**ENG 311 WEEKLY SCHEDULE**

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| **DATE** | **BOOK** | **INPUT** | **TASKS / ASSIGNMENTS** |
| Week 1  Feb 12 - 16 | Introduction to the course  Introductory Unit: What is Success?  ● Reading: A Success Story: Mehmet Toner  ● Listening: A Success Story: Mehmet Toner | How do you define success? | ● Vocabulary used in “A Success Story: Mehmet Toner”  ● The floor is yours  ● Job ad search |
| Week 2  Feb 19- 23  (Add-drop week) | Unit 1: Career Planning and Self - Exploration  Career Planning  1. Know Thyself  A. consider your interests  B. identify your abilities and skills | Exploring one’s interests, abilities and skills | ● Writing Task 1: “My Ideal Career”  ● Vocabulary Exercises on Skills and Abilities  ● Writing Task 2**:** My Skill |
| Week 3  Feb 26 – March 2 | Unit 1: Continued    C. know your values  D. know your personality  2. Set Career Goals | Exploring one’s values, personality  Identifying short term and long term goals | ● Spotlight on Values  ● Further vocabulary practice on Values  ● Vocabulary practice on Personality Adjectives  ● Get feedback from others  ● Spotlight on Personality Adjectives  ● Listening exercise: “Career Benefits to Studying Abroad”  ● The floor is yours  **! END OF JOB AD SEARCH PERIOD** |
| Week 4  March 5 - 9 | Unit 2: Applying for a Job or Graduate Study  1.Choosing the right job / graduate program  A. Job Ads  B. Graduate School  Announcements | How to choose the right ads/ announcements  Sample Job Ads  Sample Graduate School Announcements | ● Spotlight on Job Ad Jargon  ● Spotlight on Graduate School Announcement Jargon  ● Spotlight on Employment Terminology |
| Week 5  March 12 - 16 | Unit 2: Continued  2. Preparing Application Documents  A. The CV  B. The Cover Letter | Parts of a CV  Sample CV  CV Template  Parts of a Cover Letter | ● Spotlight on Action Verbs  ● Assignment: Writing Task 1: CV  ● Spotlight on Language for Cover Letters  ● Spotlight on Cover Letters  ● Assignment: Writing Task 2:Cover Letter |
| Week 6  March 19 - 23  **DATE** | Unit 2 Continued  C. The Application Form  D. The Statement of Purpose / Letter of Intent  **BOOK** | Filling in an Application Form  Steps to write a Statement of Purpose / Letter of Intent  Parts of a Statement of Purpose / Letter of Intent  **INPUT** | ● Spotlight on Application Forms  ●Writing Task 3: Application Form Questions  ●Spotlight on Statements of Purpose / Letters of Intent  ●Spotlight on Language for Statements of Purpose/Letters of Intent  ● Writing Task 4: Statement of Purpose / Letter of Intent  ● Spotlight on Application Documents  **TASKS / ASSIGNMENTS** |
| Week 7  March 26 - 30 | Unit 3: Interviews  Things to do  - before the interview | Interview types  Common interview questions  Listening: Popular Interview Questions | ●Spotlight on Interview Types  ●Discussion:Types of Interview  ● Spotlight on Common Interview Questions  ● Role play: Interview 1  ● Role play: Interview 2  ● Role play: Interview 3 |
| Week 8  April 2 - 6 | Unit 3: Continued  Things to do  - on the interview day  - during the interview  - after the interview | Listening: Making a Great First Impression  Sample Thank you email | ● Video session: Job interview Techniques  ● Video session: Interview Answers (Optional)  ● Sending a Thank you email |
| Week 9  April 9 - 13 | **ORAL** | **INTERVIEW**  **EXAM** | ●Assignment: Writing Task: Thank You Email ( Optional) |
| Week 10  April 16 - 20 | Unit 4: On the Job  Things you need to know:  1. The Corporate / Organizational Culture  2. Cultural differences  3. Ethics at the workplace | Corporate / Organizational Culture  Common examples of misconduct at the workplace  Examples of Corrupt Practices  Listening: Fighting Corruption | ● Spotlight on Turkish Culture  ● The Floor is Yours Cultural Differences (Optional)  ● Spotlight on Common Examples of Misconduct at the Workplace  ● Spotlight on Ethics at the Workplace – Victimless Crimes  **●** The Floor is Yours: Ethics at the Workplace |
| Week 11  April 23 - 27  (April 23 holiday: National Sovereignty and Children's Day) | Unit 4: Continued  Skills you need to have:  1. Socializing  - using appropriate  register  - small talk  - introducing yourself | Listening: Small Talk  Expressions for Small Talk: Conversation Starters | ● Spotlight on Using Appropriate Register  ● Spotlight on Small Talk  ● Role play - Small Talk |

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| Week 12  April 30 – May 4  (May 1 Holiday:  Labor and Solidarity Day) | Unit 4: Continued  1. Socializing  - introducing people  - making offers and  invitations  - networking  2. Telephoning  - making and receiving calls | Expressions for Introductions and Responses  Expressions for Making Offers and Invitations  Listening  Expressions for Making and Receiving Calls | ● Role play: Introducing people  ● Role play: Making offers  ● Role play: Making invitations  ●Role play: Socializing  ● Spotlight on Networking    ● Role play: Making and Receiving Calls  ● Role play: Making and Receiving Calls – Further Practice |
| Week 13  May 7 - 11 | Unit 4: Continued  2. Telephoning  - connecting people and exchanging information  - taking and leaving messages  3. Holding and Attending Meetings  - types of meetings  - points to be considered before calling for meetings  - a sample memorandum  - duties of participants  - duties of the chair  - a meeting script | Listening  Expressions for Connecting People and Exchanging Information  Listening  Expressions for Taking and Leaving Messages  Listening  Business Meeting Verbs  Business Meeting Nouns  Expressions for Meetings I, II | **●** Role play: Connecting People and Exchanging Information  ● Role play: Connecting People and Exchanging Information -  Further practice ( Optional)  **●** Role play: Taking and Leaving Messages  **●** Spotlight on Meeting Language  **●** Role play: Holding a meeting - OECD Annual Meeting on  Corruption ( Optional)  **●** Role play: Holding a meeting  **! PORTFOLIO COLLECTION** |
| Week 14  May. 14 - 18 | Unit 4: Continued  4. Making Presentations  5. Writing Emails | Expressions for Presentations I, II, III | **●** Spotlight on Making Presentations  **●** Spotlight on Writing emails |
| Week 15  May 21-22 | **REVISION** | **REVISION** | **Final Exam: 27.05.2018, Sunday** |