**2017-2018 SPRING SEMESTER**

**ENG 311 WEEKLY SCHEDULE**

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| **DATE** | **BOOK** | **INPUT** | **TASKS / ASSIGNMENTS** |
| Week 1Feb 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 2Feb 19- 23 (Add-drop week) | Unit 1: Career Planning and Self - ExplorationCareer 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 3Feb 26 – March 2 |  Unit 1: Continued  C. know your values D. know your personality2. Set Career Goals | Exploring one’s values, personalityIdentifying 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 4March 5 - 9 | Unit 2: Applying for a Job or Graduate Study1.Choosing the right job / graduate program A. Job Ads B. Graduate School  Announcements | How to choose the right ads/ announcementsSample Job AdsSample Graduate School Announcements |  ● Spotlight on Job Ad Jargon● Spotlight on Graduate School Announcement Jargon● Spotlight on Employment Terminology  |
| Week 5March 12 - 16 | Unit 2: Continued2. Preparing Application Documents A. The CV B. The Cover Letter  | Parts of a CVSample CVCV TemplateParts 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 6March 19 - 23**DATE** | Unit 2 ContinuedC. The Application FormD. 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 7March 26 - 30 | Unit 3: InterviewsThings to do- before the interview | Interview typesCommon interview questionsListening: 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 8April 2 - 6  | Unit 3: ContinuedThings to do- on the interview day- during the interview- after the interview | Listening: Making a Great First ImpressionSample Thank you email | ● Video session: Job interview Techniques● Video session: Interview Answers (Optional)● Sending a Thank you email |
| Week 9April 9 - 13 | **ORAL** | **INTERVIEW****EXAM** | ●Assignment: Writing Task: Thank You Email ( Optional) |
| Week 10April 16 - 20 | Unit 4: On the JobThings you need to know:1. The Corporate / Organizational Culture2. Cultural differences3. Ethics at the workplace | Corporate / Organizational CultureCommon examples of misconduct at the workplaceExamples of Corrupt PracticesListening: 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 11April 23 - 27(April 23 holiday: National Sovereignty and Children's Day) | Unit 4: ContinuedSkills 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 12April 30 – May 4(May 1 Holiday:Labor and Solidarity Day) | Unit 4: Continued1. Socializing - introducing people - making offers and  invitations - networking2. Telephoning - making and receiving calls | Expressions for Introductions and ResponsesExpressions for Making Offers and InvitationsListeningExpressions 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 13May 7 - 11 | Unit 4: Continued2. Telephoning- connecting people and exchanging information - taking and leaving messages3. 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 | ListeningExpressions for Connecting People and Exchanging Information ListeningExpressions for Taking and Leaving MessagesListeningBusiness Meeting VerbsBusiness Meeting NounsExpressions 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 14May. 14 - 18 | Unit 4: Continued4. Making Presentations5. Writing Emails | Expressions for Presentations I, II, III | **●** Spotlight on Making Presentations**●** Spotlight on Writing emails |
| Week 15May 21-22 | **REVISION** | **REVISION** | **Final Exam: 27.05.2018, Sunday** |