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| **DATE** | **BOOK** | **INPUT** | **TASKS / ASSIGNMENTS** |
| Week **1**  Sep 23 – 27 (No class until Sep 23, 12:30) | Introduction to the course  **Introductory Unit: What is Success?**  ● Reading: A Success Story: Mehmet Toner  ● **Listening 1**: A Success Story: Mehmet Toner | How do you define success?  **Appendix – Listening 2:** More Success Stories –  Gheeta Oswald (Optional)  **Appendix – Listening 3:** More Success Stories –  Muhtar Kent (Optional) | ● Vocabulary used in “A Success Story: Mehmet Toner”  ● **The floor is yours** (Optional)  ● **Job ad search** |
| Week **2**  Sep 30 – Oct 4  (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 (Optional)  ● **Writing Task 2: My Skill** |
| Week **3**  Oct 7 – 11 | 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  **Appendix- Listening 4:** Career Benefits to Studying  Abroad (Optional) | ● Spotlight on Values  ● Further vocabulary practice on Values (Optional)  ● Vocabulary practice on Personality Adjectives (Optional)  ● Get feedback from others  ● Spotlight on Personality Adjectives  ● **The floor is yours** (Optional)  **! End of job ad search period !** |
| Week **4**  Oct 14 – 18 | **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**  Oct 21 – 25 | 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**  Oct 28 – Nov 1  (Oct 29 -  National Holiday) | Unit 2: Continued  C. The Application Form  D. The Statement of Purpose / Letter of Intent | Filling in an Application Form  Steps to write a Statement of Purpose / Letter of Intent  Parts of a Statement of Purpose / Letter of Intent | ● 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 |
| Week **7**  Nov 4 – 7 | **Unit 3: Interviews**  Things to do  - before the interview | Interview types  Common interview questions  **Listening 5:** 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 |
| **DATE** | **BOOK** | **INPUT** | **TASKS / ASSIGNMENTS** |
| Week **8**  Nov 11 – 15 | Unit 3: Continued  Things to do  - on the interview day  - during the interview  - after the interview | **Listening 6:** 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**  Nov 18 - 22 | **ORAL EXAM:** | **JOB INTERVIEWS** | ●**Assignment: Writing Task: Thank You Email** (Optional) |
| Week **10**  Nov 25 – 29 | **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 7:** 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**  Dec 2 – 6 | Unit 4: Continued  Skills you need to have:  **1. Socializing**  - using appropriate register  - small talk  - introducing yourself | **Listening 8**: Small Talk  Expressions for Small Talk: Conversation Starters  Appendix - Listening 16: Introducing Yourself | ● Spotlight on Using Appropriate Register  ● Spotlight on Small Talk  ● **Role play:** Small Talk |
| Week **12**  Dec 9 – 13 | 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 9**  Expressions for Making and Receiving Calls  **Listening 10** | ● **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 (Optional) |
| Week **13**  Dec 16 - 20 | 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 11**  Expressions for Connecting People and Exchanging Information  **Listening 12**  **Listening 13**  **Listening 14**  Expressions for Taking and Leaving Messages  **Listening 15**  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**  Dec 23 – 27 | Unit 4: Continued  **4. Making Presentations**  **5. Writing Emails** | Expressions for Presentations I, II, III | **●** Spotlight on Making Presentations  **●** Spotlight on Writing emails |