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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 Planning1. 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 personality2. Set Career Goals | Exploring one’s values, personalityIdentifying 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 / announcementsSample Job AdsSample 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: 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 **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 typesCommon 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 ImpressionSample 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 CultureCommon examples of misconduct at the workplaceExamples 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: ContinuedSkills you need to have: **1. Socializing** - using appropriate register  - small talk - introducing yourself | **Listening 8**: Small Talk Expressions for Small Talk: Conversation StartersAppendix - 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 ResponsesExpressions 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 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 **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 |