

**CANKAYA UNIVERSITY**

**FOREIGN LANGUAGES UNIT**

**452-PCS 406 WEEKLY SCHEDULE**

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| **Weeks** | **Units** | **Compulsory Tasks** | **Reminders** |
| **1**  **09.02.2015**  **-**  **13.02.2015** | **---** | **Identifying the stages in the job application process**  *Activity 1 a, b, c, d (p. 6-7)* |  |
| **2**  **16.02.2015**  **-**  **20.02.2015** | **Unit 1** | **Researching yourself**  Course Pack : p. 2  *Your Strengths and Weaknesses*  *Activity 3 a, b, e, f (p. 8-9)*  Course Pack: p. 3  *Your qualifications*  *Activity 4 a, b (p.10)* |  |
| **3**  **23.02.2015**  **-**  **27.02.2015** | **Unit 1** | **Highlighting your skills and experience**  *Activity 5 a, b, c, f, g, h, j*  *(p.11-12-13)*  **Researching the market**  Finding a job  *Activity 6 a (p. 13)*  Course pack: p. 4  **Job advertisements**  *Activity 8 a, f, g, h*  ( *p. 15-16)* |  |
| **4**  **2.03.2015**  **-**  **6.03.2015** | **Unit 1**  **&**  **Unit 2** | **Job advertisements (continued )**  *Activity 8 i, j, k, m, n* ( *p. 17-18)*  *Course pack: p.4*  **Structuring your CV**  *Activity 1 a (p. 19)*  Course pack: p. 6-7-8  **Avoiding Common CV mistakes**  *Activity 2 a, b, c, d, e ( p.22)* | **\*\*\*The students are going to choose an advertisement from the appendix to use throughout the semester.** |
| **5**  **09.03.2015**  **-**  **13.02.14** | **Unit 2** | **Creating a strong impression**  Writing a personal statement  *Activity 3 a, b, c, f, g (p. 23-24)*  *Course pack: p. 8*  *Writing Task 1* | ***\*\*\*Writing Task 1*** |
| **6**  **16.03.2015**  **-**  **20.03.2015** | **Unit** **2** | **Highlighting your work experience**  Course pack: p. 8-9-10-11  Writing Task 2  **Detailing your education and qualifications**  *Activity 7 a, f, g, (p.28-29)*  Course pack: p. 12  Writing Task 3 | ***\*\*\*Writing Task 2***  ***\*\*\*Writing Task 3*** |
| **7**  **23.03.2015**  **-**  **27.03.2015** | **Unit 2**  **&**  **Unit 3** | **Demonstrating your interests**  *Activity 8 a, b, c, d, e, f (p.30-31 )*  *Course Pack p. 13*  Writing Task 4  **Providing References**  **Identifying features of cover letters**  *Activity 1 a, b, d, e, f, h, i, j (p. 34-35-36)* | ***\*\*\*Writing Task 4***  \*\*\* In Providing Reference part, only PPT will be used. The book will not be used in this part. |
| **8**  **30.03.2015**  **-**  **3.04.2015** | **Unit 3** | **Beginning a cover letter**  *Activity 2 a, b, c (p. 36-37)*  Course Pack p. 15  Writing Task 5  **Writing the main body of the letter**  *Activity 3 a, b, c , d (p.37-38)* | ***\*\*\*Writing Task 5*** |
| **9**  **6.04.2015**  **-**  **10.04.2015** | **Unit 3** | **Matching your skills and experience to the position**  *Activity 4 a, b, c,d, e, f, g, h (p. 39-40-41)*  *Course Pack: p. 16*  Writing Task 6 | ***\*\*\*Writing Task 6*** |
| **10**  **13.04.2015**  **-**  **17.04.2015** | **Unit 3**  **&**  **Unit 4** | **Writing an effective final paragraph**  *Activity 5 a, b, e, g (p. 42-43)*  *Course Pack: p. 17*  Writing Task 7  **Preparing for the interview**  *Activity 1 a, b (p.47)*  **Making a positive first impression**  Before you arrive  *Activity 2 a, b, c, (p. 48)* | ***\*\*\*Writing Task 7***  **\*\*\* Due to April 23rd, classes will not be held on Thursday.** |
| **11**  **20.04.2015**  **-**  **24.04.2015** | **Unit 4** | *Body Language*  *Activity 4 a, b, c p. 50*  **Dealing effectively with interview questions**  *Activity 5 a, b, c, d, g, h (p 50-51)*  **Talking about yourself**  *Activity 6 a, b, c, d, e, f, g (p.52-53)* |  |
| **12**  **27.04.2015**  **-**  **01.05.2015** | **Unit 4** | **Avoiding Common Mistakes**  *Activity 7 a, c, e, f, g (p.53-54)*  **Proving you have done your research**  *Activity 8 a, b, c, , e, f (p.55)* | **\*\*\* Due to May 1, classes will not be held on Friday.**  \*Activity “d” is optional. |
| **13**  **04.05.2015**  **-**  **08.05.2015** | **Unit 4**  **&**  **Unit 5** | **Demonstrating you have got what it takes**  *Activity 9 a, b, f, g,k, l (p.56-57-58)*  **Demonstrating your skills**  *Activity 2 a, b, c, d, e, g, h, i, j, n, o*  *(p. 60-61-62-63)* |  |
| **14**  **11.05.2015**  **-**  **15.05.2015** | **Unit 5** | **Talking about your weaknesses**  *Activity 3 a, b, c, e (p.63-64)*  Softening and emphasis  *Activity 4 a, b, c, d, f, g, h, i, j,k (p. 64-65-66)* |  |