

**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)* |  |