

**ÇANKAYA UNIVERSITY**

**FOREIGN LANGUAGES UNIT**

**2013-2015 ACADEMIC YEAR**

**Syllabus for PCS406**

**PROFESSIONAL COMMUNICATION SKILLS**

**FOR *ALL* DEPARTMENTS**

**ACADEMIC YEAR:** 2015- 2015

**SEMESTER:** Spring

**COURSE CODE:** PCS406

**COURSE NAME:** PROFESSIONAL COMMUNICATION SKILLS

**Overall Course OBJECTIVES**

**Upon successful completion of the course, students will:**

* explain the ways and procedures to seek job opportunities in English-medium work settings.
* be equipped with practical language use and structure specific to working environment to expand their career prospects.
* enhance the quality of their written and oral language skills as potential candidates for future job applications.
* develop professional communication skills in English by learning appropriate linguistic and non-linguistic manners and etiquette.
* advance their competence and confidence in such language areas as, telephoning, writing formal letters , etc.
* become more familiar with the themes and issues related to the professional and academic world.
* improve their presentation skills in English.

**Learning Outcomes:**

Students can

* learn the ways and procedures of job seeking process,
* adapt themselves to working environment,
* learn how to expand their career prospects,
* develop their presentation skills, their competence and confidence in a working environment,
* initiate and maintain discussions on topics about their field of study.

**\* BOOK TO BE FOLLOWED:**

*-Cambridge English for Job-hunting/ Calm Downes/ Cambridge University Press*

*- Course pack by Foreign Languages Unit*

**METHOD of INSTRUCTION:** Lecture; team/class diccussions; communicative / meaningful language exercises; in and out of class reading/writing tasks

**LENGTH AND PERIOD:** 2 hours per week; 14 weeks and 28 hours in total

**GRADING:**

\* MIDTERM: 30% (Course Book)

\* IN-CLASS WRITING: 15%

\*IN-CLASS ORAL PERFORMANCE: 10%

\* FINAL : 40% (Course Book)

\* TEACHER ASSESSMENT : 5%

**ATTENDANCE:** Students are required to attend classes and examinations. Minimum required attendance is 80% for class sessions per semester, which makes up 6 hours of absence at most. Students who miss an exam will not be given a make-up exam unless they submit an approved medical report or any other official document proving their excuse.

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| **Unit** | **Weeks** | **Objectives** | **Target Vocabulary**  | **Compulsory Tasks** | **Optional Tasks** | **Reminders** |
| **----** | **1****09.02.2015****-****13.02.2015** | Students will: \*identify the stages of job application \*list the stages of job application \*skim text to find specific information  | *cover letter (n)**resume (n)**CV (n)**follow-up letter (adj. phr.)**professional (n)**first degree (n)**graduate (n) (v)**first-hand experience (adj. phr. )* | **Identifying the stages in the job application process***Activity 1 a, b, c, d (p. 6-7)*  |  |  |
| **Unit 1** | **2****16.02.2015****-****20.02.2015** | \*restate given information by answering questions \* identify their own personal characteristics \* recognize their personal characteristics by using a mind map \* develop their use of verbs related to expressing one’s qualifications  | *Self-awareness (n)**Convince (v)* | **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)* |  |  |
| **Unit 1** | **3****23.02.2015****-****27.02.2015** | \*find specific information from a listening extract \*recognize job-hunting methods\*express their opinions about job- hunting methods\* skim advertisements to answer questions | *Transferable Skills (adj.)**Conduct survey (v. phr. )**Resolve a dispute (v. phr. )**Implement a plan (v. phr. )**Headhunter (n)**Recruit (v)**Recruitment (n)**Working knowledge (n.phr.)**On-target earnings**Per annum* | **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)* |  |  |
| **Unit 1** **&****Unit 2** | **4****02.03.2015****-****06.03.2015** | \* scan the advertisements to guess the meanings of given words \* select an appropriate job for themselves by considering their own skills and experience. **\* recognize CV****\* identify the purpose of a CV****\* recognize the qualities of a CV****\* recognize the parts of a CV****\* examine the parts of a CV** **\* recognize common mistakes in a CV** | *Resourceful (adj)**Numerate (adj)**Computer literate (n.phr.)**Desk-based (adj.phr.)* | **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**  |
| **Unit 2** | **5****09.03.2015****-****13.03.14** | **\* recognize personal statement** **\* identify the functions of a personal statement****\* define their work experience** **\* produce a personal statement** | *Personal statement (n.phr. )**Expertise (n)**Results-focused (adj.phr.)**Self-starter (adj.phr)**Interpersonal (adj. )**Collaborate (v)**Negotiate (v)**Investigate (v)**Establish (v)* | **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* |  |  |
| **Unit** **2** | **6****16.03.2015****-****20.03.2015** | **\* produce sentences about their work experience** **\*demonstrate their interests in their CVs** **\* produce sentences about their interests** **\* recognize the ways to provide references** **\* produce a CV** |  | **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** |

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| **Unit** | **Weeks** | **Objectives** | **Target Vocabulary**  | **Compulsory Tasks** | **Optional Tasks** | **Reminders** |
| **Unit 2** **&****Unit 3** | **7****23.03.2015****-** **27.03.2015** | \*identify the features of cover letters \* recognize cover letter by filling in blanks with cover letter related words \* recognize a good cover letter\* identify the parts of a cover letter by matching advices to parts of a cover letter \* recognize opening paragraph of a cover letter by completing sentences \*evaluate opening paragraphs of a cover letter \* produce the opening paragraph of a cover letter | *Well-focused (adj)**Complement (v)**Sign-off (n)**Enquire (v)* | **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** |
| **Unit 3**  | **8****30.03.2015****-****03.04.2015** | \* underline phrases useful for cover letter \* skim text to find specific information by answering questions \* pick given cover letter phrases to complete a cover letter \* match the given skills to the requirements in a job advertisement \* produce sentences expressing their skills for a cover letter \*produce body paragraph of a cover letter  | *Enclose (v)**Undertake (v)* | **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** |
| **Unit 3** | **9****06.04.2015****-****10.04.2015** | \*acquire the general pattern of writing final paragraph to a cover letter \* evaluate the qualities of given final paragraphs \*produce a final paragraph for their own cover letters\* recognize the importance of using formal language in a cover letter \* classify words in terms of formality and informality in cover letter **\* rewrite informal sentences into formal sentences**  | *Willingness (n)**Appreciate (v )**Ensure (v)* | **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** |
| **Unit 3 &****Unit 4**  | **10****13.04.2015****-****17.04.2015** | **\* identify the mistakes in a cover letter** **\* produce a cover letter related to the job advertisement they have chosen****\* recognize tips for interviews****\* recognize the importance of positive first impression** **\* distinguish good and bad advice for successful first impression** **\* recognize the importance of building a positive rapport during an interview by using small talk****\* gain insight into what body language says in an interview** **\* use body language tips in interviews** | *Rehearse (v)**Posture (n)* | **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** |
| **Unit 4** | **11****20.04.2015****-****24.04.2015** | **\* recognize common mistakes in interviews** **\* discuss ways of how to avoid common mistakes****\* use tips to avoid common mistakes**  **\* distinguish the types of interview questions by matching questions to the types****\* construct effective manners of answering questions in an interview** **\* rewrite a given script of an interviewee’s answer to improve it.** **\* develop required skills for talking about themselves in an interview** | *Explicit (adj.)**Concise (adj.)**Lead (v)* | *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)* |  |  |
| **Unit 4** | **12****27.04.2015****-****01.05.2015**  | **\* demonstrate that they have done research about the job by using appropriate language patterns****\* underline correct language items by listening to an extract** **\* complete missing parts of a given answer about one’s skills by using specific language patterns**  | *Tackle (v)**Eye-catching (adj)**Outstanding (adj)**Fulfilling (adj)* | **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)*  | \*\*\*Activity 9d is optional  |  |

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| **Unit 4****&****Unit 5** | **13****04.05.2015****-****10.05.2015** | \* restate specific information from a listening extract\* evaluate different techniques of demonstrating skills based on listening extracts\* underline phrases that demonstrate the STAR method\* classify phrases of STAR method \* use a range of expressions to structure skills-related answers\* discuss the ways of handling questions related to their weaknesses   | *Cope with (phr.v.)**Autonomous (adj)**Delegate (v)**Goal orientation (n.phr.)**End up (v)**Beforehand (adv.)* | **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)* |  |  |
| **Unit 5** | **14****11.05.2015****-****15.05.2015** | \*recognize the expressions of softening and emphasis \* evaluate a given text in terms of softening and emphasis \* rewrite sentences to soften the negative information \* underline the language items that emphasise positive information in given texts\* discuss the techniques of softening after listening to an extract\*match negative expressions to positive expressions to improve their answering skills | *Flaw (n)**Overcome (v)**Procrastinate (v)**Put off (phr. v)**Strict (adj )* | **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)* |  |  |