

Ankara Üniversitesi
Kütüphane ve Dokümantasyon Daire Başkanlığı

Açık Ders Malzemeleri

Çalışma Planı (Çalışma Takvimi)

Haftalar	Haftalık Konu Başlıkları
1.Hafta	<ul style="list-style-type: none">Choosing a Career Pathread and translate an article
2.Hafta	<ul style="list-style-type: none">AdvertisementsComplete the sentences with the words
3.Hafta	<ul style="list-style-type: none">Business Letter Writing BasicsEnquiryOfferOrder
4.Hafta	<ul style="list-style-type: none">ConfirmationDispatch NoteAcknowledgement of ReceiptInvoiceOverdue NoticeComplete the sentences with the words
5.Hafta	<ul style="list-style-type: none">Sending InformationPrice Change NoticePayment RequestComplete the sentences with the wordsRewrite the sentences
6.Hafta	<ul style="list-style-type: none">Requesting Informationletter of InvitationComplete the sentencesRewrite the sentences
7.Hafta	<ul style="list-style-type: none">Lay-off letterResignation Letter

Haftalar	Haftalık Konu Başlıkları
8.hafta	<ul style="list-style-type: none"> Letter of Reference
	<ul style="list-style-type: none"> Complete the sentences with the words
	<ul style="list-style-type: none"> Rewrite the sentences
9.Hafta	<ul style="list-style-type: none"> How to Write a Business Report
	<ul style="list-style-type: none"> a business report
10.Hafta	
	<ul style="list-style-type: none"> How to Write a Business Memorandum
	<ul style="list-style-type: none"> A memo
11.Hafta	<ul style="list-style-type: none"> Email Basics
	<ul style="list-style-type: none"> Formal Email Basics
	<ul style="list-style-type: none"> Comparison of Formal and informal Emails
12.Hafta	<ul style="list-style-type: none">
	<ul style="list-style-type: none"> How to Write a Business Email
	<ul style="list-style-type: none"> Welcome Email to new staff member
	<ul style="list-style-type: none"> Rewrite the sentences
	<ul style="list-style-type: none">
13.Hafta	<ul style="list-style-type: none"> CV or Resume
	<ul style="list-style-type: none"> Covering Letters
	<ul style="list-style-type: none"> Format for a covering letter
	<ul style="list-style-type: none"> Tips
14.Hafta	<ul style="list-style-type: none"> Essential Job Interview Tips and Tricks
	<ul style="list-style-type: none"> Business English
	<ul style="list-style-type: none"> Complete the sentences with the words