

**Ankara Üniversitesi**  
**Kütüphane ve Dokümantasyon Daire Başkanlığı**

**Açık Ders Malzemeleri**

**Çalışma Planı (Çalışma Takvimi)**

<b>Haftalar</b>	<b>Haftalık Konu Başlıkları</b>
1.Hafta	<ul style="list-style-type: none"><li>• Choosing a Career Path</li><li>• read and translate an article</li></ul>
2.Hafta	<ul style="list-style-type: none"><li>• Advertisements</li><li>• Complete the sentences with the words</li></ul>
3.Hafta	<ul style="list-style-type: none"><li>• Business Letter Writing Basics</li><li>• Enquiry</li><li>• Offer</li><li>• Order</li></ul>
4.Hafta	<ul style="list-style-type: none"><li>• Confirmation</li><li>• Dispatch Note</li><li>• Acknowledgement of Receipt</li><li>• Invoice</li><li>• Overdue Notice</li><li>• Complete the sentences with the words</li></ul>
5.Hafta	<ul style="list-style-type: none"><li>• Sending Information</li><li>• Price Change Notice</li><li>• Payment Request</li><li>• Complete the sentences with the words</li><li>• Rewrite the sentences</li></ul>
6.Hafta	<ul style="list-style-type: none"><li>• Requesting Information</li><li>• letter of Invitation</li><li>• Complete the sentences</li><li>• Rewrite the sentences</li></ul>
7.Hafta	<ul style="list-style-type: none"><li>• Lay-off letter</li><li>• Resignation Letter</li></ul>
8.hafta	<ul style="list-style-type: none"><li>• Letter of Reference</li></ul>

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