Gelecek Planları, Meslekler ve Randevu İletişimi

E11.1.L1. Mesleklerle ilgili dinlenen metindeki olgusal bilgileri belirler. · E11.1.P1. Will ve am/is/are going to yapılarının kısaltılmış biçimlerini çalışır. · E11.1.S1–S2. Gelecek planları ve tahminler hakkında konuşur; telefonda randevu oluşturur. · E11.1.R1–R2. İş ilanlarıyla öz geçmişleri eşleştirir; girişimcilikle ilgili metnin ana düşüncesini bulur. · E11.1.W1. İş başvuruları için öz geçmiş veya niyet mektubu yazar.

HATIRLAYALIM

- Önceden planlanmış, kararlaştırılmış gelecek eylemleri ve somut kanıta dayalı tahminler için 'be going to' yapısı kullanılır (Ör: We are going to launch the new project next Monday).
- Konuşma anında verilen anlık kararlar, teklifler, vaatler ve genel tahminler için 'will / won't' yapısı tercih edilir (Ör: Don't carry that heavy box, I'll help you).
- İş başvuru süreçlerinde öz geçmiş (CV), motivasyonu açıklayan niyet mektubu (letter of intent) ve telefonda resmi randevu oluşturma kalıpları esastır.

1 EŞLEŞTİRME

Match the job application terms in the left column with their correct definitions in the right column.

1	2	3	4
1. Resume / CV	2. Intent Letter	3. Interview	4. Appointment
Skills & Experience	Goals & Motivation	Professional Talk	Scheduled Meeting

d 1. Curriculum Vitae (CV)

c 2. Letter of intent

b 3. Job interview

a 4. Make an appointment

a) To arrange an agreed official date and time to meet someone

b) A formal meeting between an employer and an applicant to discuss qualifications

c) A formal letter explaining career motivation and suitability for a position

d) A document summarizing personal education, work experience and professional skills

2 DOĞRU MU, YANLIŞ MI?

Mark the statements regarding future tenses and business communication as True (D) or False (Y).

FUTURE STRUCTURES: WILL VS. BE GOING TO

WILL / WON'T	BE GOING TO
Instant decision / Offer	Pre-planned arrangement
General promise & belief	Visible factual evidence

	D	Y
'Be going to' is used for predetermined decisions and intentions.	☑	☐
'Will' is strictly used when there is present visual evidence of an event.	☐	☑
A letter of intent should express the candidate's professional interest.	☑	☐
Contracted negative form of 'will not' is spelled as 'willn\'t'.	☐	☑

3 ÇOKTAN SEÇMELİ

Read the telephone dialogue on the visual card: 'Secretary: Dr. Adams\' office, how may I assist you? Patient: Hello, I would like to _____ for next Wednesday morning, please.' Which phrase correctly completes the blank?

FORMAL TELEPHONE APPOINTMENT DIALOGUE

Secretary	Caller / Patient
Dr. Adams' office, how may I assist you?	I would like to [?] for next Wednesday morning.

(A) cancel my university degree
(B) make an appointment
(C) submit an informal CV
(D) resign from the company

4 KISA CEVAP

Look at the visual note: 'Look at those dark storm clouds! It _____ (rain) in a few minutes.' Complete with the correct future form.

PREDICTION BASED ON VISUAL EVIDENCE

Visual Evidence	Target Structure
Dark storm clouds gathered Sky turned grey and windy	It is going to rain soon Definite evidence = be going to

It is going to rain in a few minutes.

5 KISA CEVAP

Write the short contracted negative form of 'will not' in English.

The contracted negative form is 'won't'.

6 AÇIK UÇLU · DÜŞÜN

Why do job applicants submit a letter of intent along with their CV?

To explain their motivation, career goals and suitability for the job.

7 TABLOYU TAMAMLA

Examine the sentences in the table and complete the missing future form and functional purpose cells.

Sentence Context	Future Structure	Communicative Function
I am going to begin my university internship next month.	be going to	Pre-arranged future plan
Someone is ringing the doorbell; I will go and open it right away.	will	Instant decision at speaking moment
Our tech firm is going to recruit five graphic designers.	be going to	Planned business expansion
I promise I will send you the interview report tonight.	will	Formal promise / assurance

8 SIRALAMA

Number the chronological procedures of applying for a corporate job vacancy from 1 to 4.

CAREER APPLICATION TIMELINE STEPS

Step 1	Step 2	Step 3	Step 4
Find Vacancy	Draft CV	Apply Online	Interview

4 Attending the personal job interview with company recruiters

3 Submitting the formal application before the announced deadline

1 Reviewing suitable job vacancy advertisements and requirements

2 Preparing a tailored CV and a convincing letter of intent

9 ÇOKTAN SEÇMELİ

According to the job ad card on the visual: 'Wanted: Mobile app developer · Fluent in English · Excellent team player' Which candidate profile is best suited for this job?

JOB REQUIREMENTS & CANDIDATE MATCHING

Job Ad Requirements	Best Candidate Profile
App developer · Fluent English Team cooperation skills	Software graduate, bilingual, proven team player skills

(A) A candidate with no computer knowledge who refuses teamwork

(B) A software engineering graduate fluent in English and cooperative

(C) An applicant who prefers working alone with zero communication

(D) A candidate without any diploma who cannot speak English

10 EŞLEŞTİRME

Match the sentences with their communicative language functions.

LANGUAGE FUNCTION EXAMPLES

Offer Help	Planned Idea	Promise	Prediction
I will carry	Going to open	I won't share	Going to fall

a 1. I will carry those heavy folders for you.

b 2. We are going to open our new office in October.

d 3. I won't disclose any confidential company data.

c 4. Watch out! The heavy shelf is going to tip over!

a) Spontaneous helpful offer

b) Predetermined business plan

c) Prediction based on physical evidence

d) Formal promise / guarantee

11 DOĞRU MU, YANLIŞ MI?

Evaluate the grammar rules of future forms as True (D) or False (Y).

	D	Y
The short affirmative form of 'I will' is written as 'I\'ll'.	✓	
We use 'going to' after words like 'probably' for spontaneous guesses.		✓
'Could I make an appointment?' is polite telephone etiquette.	✓	
A professional CV should include private neighborhood rumors.		✓

12 ŞİFRELİ KELİME

İpuçlarındaki kavramları kutulara yazınız. Numaralı kutulardaki harflerle şifre kavramı bulunuz.

KEYWORD PASSWORD BOXES

1. Letter	2. Letter	3. Letter	4. Letter
P	L	A	N

A planned piece of business or career assignment — P R O J E C T

A written formal message sent for job application — L E T T E R

To make a formal request for a job vacancy — A P P L Y

Formal public announcement of an employment vacancy — N O T I C E

Turuncu kutulardaki harfler yukarıdan aşağıya:

PLAN