Future Continuous Tense, Job Interviews, and Professional Documents

E11.1.S2. Ask and answer questions about future arrangements and actions in progress · E11.1.R2. Analyze job advertisements, CVs, and formal letters of intent · E11.1.W1. Understand the structure of professional CVs and letters of intent

HATIRLAYALIM

- Future Continuous Tense (subject + will be + V-ing) is used to express activities that will be in progress at a specific moment in the future.
- A Curriculum Vitae (CV) highlights educational background, work experience, and core competencies objectively.
- A formal Letter of Intent (Cover Letter) introduces the candidate, explains motivation, and aligns qualifications with company goals.

1 EŞLEŞTİRME

Match the recruitment terms in the left column with their correct professional definitions.

1	2	3	4
1. Cover Letter	2. Resume / CV	3. Soft Skills	4. Hard Skills
Applicant Motivation	Experience & Skills	Empathy & Teamwork	Technical Mastery

c 1. Cover Letter

a 2. Curriculum Vitae

d 3. Soft Skills

b 4. Hard Skills

a) A structured summary of education, work history, and skills

b) Specific technical abilities such as coding, data analysis, or bookkeeping

c) A formal letter explaining applicant motivation and key achievements

d) Interpersonal qualities such as communication, adaptability, and empathy

2 ÇOKTAN SEÇMELİ

Choose the correct sentence in Future Continuous Tense that describes an activity in progress at a specific time tomorrow.

FUTURE CONTINUOUS TENSE: ACTION IN PROGRESS

Tomorrow at 10 AM	Grammar Formula
Action ongoing in future	Subject + will be
will be presenting...	+ Verb-ing (Present Participle)

A At 10 AM tomorrow, our team will be presenting the annual quarterly report.

B Our team presents the report yesterday morning.

C We have already finished the presentation two days ago.

D They are going to the cinema every single weekend.

3 ÇOKTAN SEÇMELİ

During a formal job interview, the interviewer asks: 'How do you handle unexpected deadlines under pressure?' What is the best professional response?

PROFESSIONAL INTERVIEW RESPONSE STRUCTURE (STAR)

1. Situation	2. Task	3. Action	4. Result
Context & background	Core challenge faced	Strategic steps taken	Measurable outcome

A I usually ignore urgent tasks and wait until the manager arrives.

B I prioritize critical tasks systematically and communicate proactively with the team.

C I refuse to work extra hours because deadlines are unnecessary.

D I complain to my colleagues loudly about the company workload.

4 BOŞLUK DOLDURMA

Fill in the blank with the correct form of the verb in brackets using Future Continuous Tense.

WORKPLACE FUTURE SCHEDULE COMPARISON

Future Simple	Future Continuous
Spontaneous decision	Scheduled progression
I will call the client.	I will be testing safety.

will be conducting

1. Next Tuesday at 3 PM, our chief engineer will be conducting (conduct) the final safety inspection at the laboratory.

5 BOŞLUK DOLDURMA

Fill in the blank with the correct professional term.

Vitae

1. A structured document that outlines your educational credentials, professional employment history, and key milestones is called a Curriculum Vitae

6 ÇOKTAN SEÇMELİ

Which opening phrase is the most appropriate and formal for a professional Letter of Intent (Cover Letter)?

A) Hey folks, give me that open job right away because I need fast cash.

B) I am writing to express my strong interest in the Software Developer position advertised on your platform.

C) What's up everyone, look at my profile and hire me soon.

D) I don't really care about your company, but I decided to send an email anyway.

7 ÇOKTAN SEÇMELİ

Which sentence correctly contrasts an instantaneous future decision with an action in progress at a fixed future moment?

WORKPLACE DAILY SCHEDULE TIMELINE

09:00 AM	11:30 AM	02:00 PM	04:30 PM
Team Standup Meeting	Code Review Session	Client Video Briefing	Quality Assurance Test

A) Someone is ringing the doorbell; I will open it, whereas at 4 PM tomorrow I will be taking my exam.

B) I will be opening the door right now because the phone rings every minute.

C) Tomorrow I was attending the meeting when you came into my office.

D) We are having lunch yesterday at noon.

8 ÇOKTAN SEÇMELİ

Which behavior demonstrates poor etiquette during a remote video job interview?

A) Maintaining respectful eye contact with the camera and testing audio equipment beforehand

B) Interrupting the interviewer continuously and keeping notifications ringing loudly in the background

C) Dressing professionally and sitting in a quiet, well-lit workspace

D) Taking concise notes and thanking the interviewer cordially at the conclusion

9 AÇIK UÇLU

Why are interpersonal soft skills as essential as technical expertise in the workplace?

Because teamwork and clear communication ensure.

10 EŞLEŞTİRME

Match the competencies in the left column with the skill classification.

HARD SKILLS VS SOFT SKILLS MATRIX

Category	Core Focus	Workplace Examples
Hard Skills	Technical competence	Coding, Analytics, Design
Soft Skills	Human interaction	Communication, Empathy
Combined	Synergistic output	High-performing teams

C 1. Active Listening & Teamwork

a 2. Python Programming & SQL

b 3. Emotional Intelligence

d 4. Financial Accounting

a) Hard Skills

b) Soft Skills

c) Soft Skills

d) Hard Skills

11 ÇOKTAN SEÇMELİ

Look at the visual showing components of a job advertisement. What is the fundamental difference between 'Qualifications' and 'Responsibilities'?

SECTIONS OF A FORMAL JOB ADVERTISEMENT

1. Qualifications
Required education degree
Minimum years of experience

2. Responsibilities
Daily tasks and milestones
Deliverable expectations

A) Qualifications outline required background; responsibilities describe daily duties to perform.

B) Qualifications mean weekly payment; responsibilities show office holidays.

C) Both terms mean exactly the same physical equipment provided to workers.

D) Qualifications are optional suggestions, while responsibilities are forbidden actions.

12 BOŞLUK DOLDURMA

Fill in the blank with the suitable concept.

LETTER OF INTENT (COVER LETTER) SECTIONS

Section 1	Section 2	Section 3	Section 4
Header & Date	Salutation	Body Paragraphs	Sign-off

signature

1. In a formal business letter of intent, concluding the message with 'Sincerely' followed by a handwritten ___signature___ is an essential requirement.