

T.C
MİLLÎ EĞİTİM BAKANLIĞI



MEGEP

(MESLEKÎ EĞİTİM VE ÖĞRETİM SİSTEMİNİN
GÜÇLENDİRİLMESİ PROJESİ)

BÜRO YÖNETİMİ

İNGİLİZCE- 2

ANKARA 2007

Milli Eğitim Bakanlığı tarafından geliştirilen modüller;

- Talim ve Terbiye Kurulu Başkanlığının 02.06.2006 tarih ve 269 sayılı Kararı ile onaylanan, Mesleki ve Teknik Eğitim Okul ve Kurumlarında kademeli olarak yaygınlaştırılan 42 alan ve 192 dala ait çerçeve öğretim programlarında amaçlanan mesleki yeterlikleri kazandırmaya yönelik geliştirilmiş öğretim materyalleridir (Ders Notlarıdır).
- Modüller, bireylere mesleki yeterlik kazandırmak ve bireysel öğrenmeye rehberlik etmek amacıyla öğrenme materyali olarak hazırlanmış, denenmek ve geliştirilmek üzere Mesleki ve Teknik Eğitim Okul ve Kurumlarında uygulanmaya başlanmıştır.
- Modüller teknolojik gelişmelere paralel olarak, amaçlanan yeterliği kazandırmak koşulu ile eğitim öğretim sırasında geliştirilebilir ve yapılması önerilen değişiklikler Bakanlıkta ilgili birime bildirilir.
- Örgün ve yaygın eğitim kurumları, işletmeler ve kendi kendine mesleki yeterlik kazanmak isteyen bireyler modüllere internet üzerinden ulaşılabilir.
- Basılmış modüller, eğitim kurumlarında öğrencilere ücretsiz olarak dağıtılır.
- Modüller hiçbir şekilde ticari amaçla kullanılamaz ve ücret karşılığında satılamaz.

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EXPLANATION

CODE	222YDK002
BRANCH	Office Management And Secretaryship
PROFESSION	Secretaryship Of Manager
NAME OF MODULE	Vocational English 2
DEFINITION OF MODULE	
DURATION	40/32
FIRST CONDITION	Vocational English 1
EFFICIENCY	To Communicate With Foreigners By Writing
AIM OF THE MODULE	<p><u>General Aim:</u> In business life, you will be able to communicate with foreigners efficiently by using communicative methods.</p> <p><u>Aims:</u></p> <ul style="list-style-type: none"> ➤ You are going to learn the rules of correspondence in English. ➤ You are going to learn correspondence between the people and companies about their work. ➤ You are going to learn how to write the letters of orders. ➤ You are going to write a petition by arranging its parts according to the standards of TSE. ➤ You are going to learn how to make CV.

GİRİŞ

Sevgili Öğrenci,

Bu modül sayesinde, insanlar arasındaki iletişimi yalnızca yüzyüze değil aynı zamanda vücut dilinizi de kullanarak anlayabileceksiniz. Yazışmanın ve semboller kullanmanın önemini kavrayacaksınız.

Yazılı belgeler, yeterli bir ofis çalışması için iletişim sisteminin ana parçalarından biridir. Bu yazılı belgeler, bir şirket veya girişimde, işi düzenli ve yeterli bir şekilde yürütebilmek için ofiste dosyalarda saklanmalıdır.

Bu modülü okuduktan sonra, iş yazışması ve CVlerin üstesinden gelmek ve İngilizce belgeler hazırlamak daha kolay olacaktır. Resmi yazışmalar, iş yazışmaları ve dilekçe yazımının uymamız gereken bir takım kuralları vardır. Tüm yazışmaları belli bir düzende yazdığımızda iş hayatımızda kolayca başarılı olabiliriz.

PREFACE

Dear Student,

With this module, you will be able to comprehend the communication among people not only face, but also using your body language. You will realise the importance of writing and using symbols.

Written documents are one of the main elements of communication system for an efficient office work. These written documents must be kept in files at the Office in order to carry the work regularly and efficiently at a company or enterprise.

After reading this module, it becomes easier to handle business writing, CVs and prepare documents in English. For formal writings, business writing and writing a petition, there are some rules that we have to obey. When we write all writings in a certain arrangement, we can succeed easily in our business life.

LEARNING ACTIVITY- 1

AIM

You are going to learn the rules of correspondence in English.

SEARCH

Examine formal writings that come to the person who is responsible for at school. Take a few samples and bring them into the class and examine these with your friends. Hang them onto the board by getting permission from the teacher.



1. PARTS OF FORMAL WRITINGS

1.1. The Part Of Heading

Definition and content: In this part, it is written the main information such as the name, title, telephone number and address of the company that prepare the writing. This part contains standart information about the company. This kind of paper is called letter headed paper. When it is prepared into the pattern of Microsoft Word, it can be used several times. For this reason, printing the heading on a paper makes your work easy.

Position and form: The heading is the first part and written in the middle of the paper by leaving a 1cm blank from the top of the paper in formal writings.

1.2. The Part Of Number

Definition and content: It is the part in which code numbers and signs related to the subject of the letter are included according to the file system of each company.

Position and form: This part is written by leaving two lines blank and beginning from the left blank (next to the left margin). A dash (-) or a slash (/) can be put between the numbers and the signs.

1.3. The Part Of Date

Definition and content: It is the part in which the date of the writing is shown as a day a month and a year.

Position and form: Date and number are written in the same line. But date is near to the right margin. Blanks should be left between the day, the month and the year. Abbreviation shouldn't be made.

1.4. The Part Of Subject

Definition and content: The main idea of the writing is made as a summary (not more than a sentence) in this part.

Position and form: Left one line after the number line. The sentence of the subject don't pass the middle of the paper. If the sentence is long and needs a full line, then you can use the other line which comes after the subject line.

1.5. The Part Of Address

Definition and content: This part contains the company or a person that received the writing and the place where they are.

Position and form: Address is written after the part of subject by leaving at least two lines blank. The name of the person is written with small letters and the surname's and title's with capital letters.

1.6. The Part Of Text

Definition and content: Text is the part that explain the subject and the thought completely by using necessary pictures, charts, graphics etc.

Position and form: After writing the address, a three lines' blank is left and then the part of the text is written. It can be used more than one paragraph and a line blank is left between each paragraph.

1.7. The Part Of Signature

Definition and content: The person who is responsible for the writing as a manager has to sign this writing.

Position and form: It is signed at right bottom corner and at the end of the text of the writing. The part of signature is generally formed with two lines. In the first line, it is written the person's name and surname, in the second line the title of the person is written. After these two lines the person signs his/her signature.

1.8. The Part Of Initial

Definition and content: In this part, it is written the first letters of the name and surname of the person who makes the secretary write this writing.

1.9. The Expression Of Secrecy

Definition and content: It is pointed how secret is the writing. It's written "SECRET", "VERY SECRET", "PRIVATE", etc. At the right bottom corner of each page.

1.10. The Expression Of Urgency

It is written to make clear how urgent it is, but if there is no urgency, it is not necessary to write.

1.11. The Part Of Concern

Definition and content: In this part, it is pointed out if there are previous writings, addings etc. that are related to the writing. If the writing is not sent to each person / company, then it is written "HAG" after the last line of the block

1.12. The Part Of Appendix

If there are some documents that are related with the writing, it is the part that these are pointed out. After the part of signature, it is left 1-3 lines blank and "Appendix" is written to the left block.

1.13. The Part Of Distribution

It is the part that is shown the writing is sent to which company and which person.

1.14. Page Number

If there are more than one page, the page number should be shown.

1.15. The Mark Of ".../..."

When there are more than one page, it is pointed as ".../..." at the right bottom corner.

1.16. The Part Of Copy

It is pointed that the writing is the copy not the original. To define the writing is copy, it is written “copy” between the subject and the address.

1.17. The Part Of Confirmation

In this part, the writing is confirmed by more authorized person by signing his/her signature.



SECRET

T.C
İZMİR VALİLİĞİ
Konak İlçe Milli Eğitim Müdürlüğü
1 line blank

6th Feb, 2006

Number: B. 08. 4 MEM. 4.34.03.29.311/11878

1 line blank

Subject: To arrange formal writings
according to their shapes

At least 2 lines blank

COPY

Altındağ Ticaret

Lisesi Müdürlüğü

Altındağ, ANKARA

2 lines blank

RELEVANT: The writing with the date 4th Dec,2005 and numbered 09.911/125 of the Directory of Educational

1 line blank

This circular with the number 2005/15- 09.911/125 and the date 1st December, 2005 of the Personal General Management of our Ministry has been sent in the appendix.

1 line blank

It must be informed the teachers who have been referred in the circular and must be informed to our Ministry until the date 25th December,2005

I present it to you do the necessity.

2-3 lines blank

(sign)

Hamit Sarıtaş

Dep. Directory

1 line blank

APPENDIX

A sample of decision

1 line blank

SENDING

To all school directors

To the centre of apprentice training

1 line blank

HS/YK

1 line blank

For Information

1) Department Directory

CONFIRM

06th. Dec, 2006

(Sign)

Hüseyin AKDEMİR

İlçe Milli Eğitim Müdürü

1 line blank

.../...

SECRET

PRACTICE

Steps	Advice
Write The Heading	Read the explanation which is related to this part. If you use a letter headed paper it is not necessary to arrange the page setting. Show it to the teacher to confirm it.
Write The Number	Read the information about it and begin to write after the part of heading.
Write The Date	Read the explanation about this part. Check if it is true or not.
Write The Subject	Read the explanation about this part. Define the content of subject. After leaving one line blank, write it to the left block. Check it by looking at the diagram 1.1.
Write The Address	Read the explanation on this part and define the address and write the first letters of the words with capital letters. Check it and confirm it.
Write The Text	Read the explanation of this part. Define the information of the text. After leaving two lines blank, write the first paragraph. Leave a blank line between the paragraphs and check if it is true or not.
Write The Part Of Signature Or Initial	Read the information about this part. Define the name and the title of the signature's owner. Check your work and show it to your teacher.

EVALUATION

By applying these questions, determine what information you've gained.

1. Which part is written first in formal writings?
 - A) Address
 - B) Heading
 - C) Subject
 - D) Distribution
2. In which part is the summary of the main idea of the writing written?
 - A) Address
 - B) Heading
 - C) Text
 - D) Subject
3. Which is related with the file system of the company?
 - A) Heading
 - B) Number
 - C) Subject
 - D) Relevant
4. What is the easiest way of getting the letterheaded paper from the computers?
 - A) With the register of the Web-document
 - B) With the register of the Word- document
 - C) With the pattern of document
 - D) None
5. Which of the followings are the true measures of the side blanks of formal writings?
 - A) Top: 1 cm Bottom: 2,5 cm Right: 1,5 cm Left: 2,5 cm
 - B) Top: 1 cm Bottom: 1,5 cm Right: 1,5 cm Left: 1,5 cm
 - C) Top: 1 cm Bottom: 2,5 cm Right: 2,5 cm Left: 2,5 cm
 - D) Top: 1 cm Bottom: 1,5 cm Right: 2,5 cm Left: 2,5 cm
6. Which part is written into the right block in a formal letter?
 - A) Address
 - B) Heading
 - C) Date
 - D) Appendix
7. Which part is written when other writings are referred to?
 - A) Relevant
 - B) Address
 - C) Appendix
 - D) Heading

8. Which part includes the documents that completes the writing?
 - A) Address
 - B) Relevant
 - C) Appendix
 - D) Signature

9. In which part the abbreviation of HAG takes place?
 - A) Subject
 - B) Relevant
 - C) Appendix
 - D) Signature

10. Which of the following part is written with capital letters?
 - A) Text
 - B) Appendix
 - C) Urgency
 - D) Date

ANSWER KEY

1	B
2	C
3	B
4	C
5	A
6	C
7	A
8	C
9	B
10	C

LEARNING ACTIVITY -2

AIM

You are going to learn the correspondence between the people and companies about their work.

SEARCH

Take a sample of formal (business) writing by visiting a company around you, and examine that with your classmates comparing the information which you have learned at previous lesson.



2. BUSINESS WRITINGS

2.1. Different Parts Of Business Writings From Formal Writings

It is called business writing as it is written between private or formal companies/enterprises. The product number 1391 of TSE points out the standard of business writings in Turkey. They look like other formal writings.

2.1.1. The part of Address

It is not needed to include in each business writings. If it is needed, It is written on the left side of the paper by leaving two lines blank after the address that is sent. The abbreviation of Mr / Mrs. is written in front of the surname. If he/she has a title, it is written like this.

e.g. Mr/ Mrs Prof. Kedikli

And then it is started to write the text leaving one line blank.

2.1.2. The Part Of Respect

It is written between the text and the signature.

e.g. Faithfully or Yours faithfully

Sincerely yours or Yours truly

2.1.3. The Part Of Signature

It can be written in two ways.

- All lines begin in the same level as it is in formal writing. It is called BLOK İŞ YAZILARI or BLOK MEKTUP
- All lines of part of signature are written at the right side of the paper (at the bottom). It is called ORTALAMA İŞ YAZILARI or ORTALAMA MEKTUP.

2.1.4. The Part Of Distribution Necessity

In business writing, it is not written “ For necessity ” in each time, instead; it is written “ For information ” if it has. In this case, it is not necessary to write “distribution”.

BAŞBAKANLIK
TÜRK STANDARTLARI ENSTİTÜSÜ BAŞKANLIĞI
Necatibey Cad. No: 112 006464
ANKARA

1 line blank

Ankara, 05 Dec.

2006

Number: Org. Plan. 207-7500

1 line blank

Subject: Arrangement of the business writing...

At least 2 lines blank

Göztepe Anadolu Meslek ve

Meslek Lisesi Müdürlüğü

Konak, İZMİR

2 lines blank

RELEVANT: April 2005 and TS 1391 numbered writing.

1 line blank

Page number is not written on the first page of the two- paged business writing. It is given the number from number 2 at the top right side of the following papers. It is expressed to go on the (.../ ...) or (...) that is written at the end of the paper.

1 line blank

It must be written all the lines of the date and the signature next to the right side.

1 line blank

We are sending you 5 business writings that you can find the answers of all other questions with appendix. You can find the detailed information on the writing techniques in our TS- 1390 coded product.

1 line blank

Sincerely Yours

2-3 lines blank

TÜRK STANDARTLARI

ENSTİTÜSÜ

Yayınlar Dairesi

3 lines blank

Sait Uçarsu

1-3 lines blank

APPENDIX: Sample of business writing

SU/YK

<p>12 characters blank →</p>	<p style="text-align: center;">ÖZEN TİCARET ALİ KARAKAYA Denizciler Caddesi, 20 Konak/İZMİR</p> <p>NUMBER:199/23 İzmir,05.02.2006 <i>2 lines blank</i> SUBJECT: Arrangement of price <i>3-15 lines blank</i></p> <p>Sinan GÜLCAN Atatürk Bulvarı, 19 Göztepe-İZMİR <i>3 lines blank</i></p> <p>Mr Gülcan, <i>2 lines blank</i> We know that you have bought the office materials constantly from our company, we are very pleased that you have chosen our company. <i>2 lines blank</i> However, our prices are going to increase by 20 - 25% from the first day of the next month. For this reason, you must pay attention to this for your next orders. <i>2 lines blank</i> We wish you good working and we are waiting for your next orders. <i>2 lines blank</i></p> <p style="text-align: right;">Yours Truly, <i>2 lines blank</i> ÖZEN KIRTASIYE Satış Müdürü <i>2 lines blank</i> ALİ KARAKAYA <i>2 lines blank</i></p> <p>APPENDIX: 1- The Price List (one piece) EY-NÖ <i>6-9 lines blank</i></p>	<p>12 characters blank ←</p>
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LEARNING ACTIVITY- 3

AIM

You are going to learn how to write the letters of orders.

SEARCH

Take a sample of some letters of orders by visiting a company around you, and examine that with your classmates.

3. THE LETTERS OF ORDERS

These letters are those which are written by the companies in order to buy the products or service. The company must determine some necessary information (like the quality, colour, kind of the product and how to be sent) in the letter of order. Besides, it must be pointed how to be paid.

The letters of orders can also be written as forms of order. Companies/People make forms of order for the customer, and when the customer wants to give an order, he/she fills in these forms and sends them to the companies.

Dear Zafer Efe
BİLCOM LTD. ŞTİ.
İZMİR

I'm making a request to you to send your products (pointed quantity and quality)

Product Name	Trademark	Quantity	Price	Amount
Computer	Vestel	5	800	4.000
Printer	HP 640C	5	80	400
Hp Pro 100	HP Pro 100	1	200	200

				4.600

Total

(4.600) Total price is going to be transferred to your account at the bank when the products are taken.

A. Sample Of Order Letter

Mr Zafer EFE
BİLCOM LTD. ŞTİ
İZMİR

We got 5 computers of Vestel, 5 printers HP640C and 1 printer HP Pro 100 at the date 15.2.2006. We are very pleased to get them before the date of delivery.

Thanks for your attention.

Sincerely yours,

Sinan GÜLCAN

PRACTICE

Steps	Advice
Write The Part Of Address	Read the explanation about the address part. Define the word of address. Write it after leaving two lines blank. Check if it is true or not.
Write The Part Of Respect And Signature	Read the explanation of this part. Define its place on the paper and write the word of respect at the bottom right handside of the paper leaving two lines blank after the text. Check your work and show it to your teacher to correct it.
Write The Place Of Distribution If Necessary	Read the explanation of this part. Define the companies which must know your writing. If the matters are orders for some companies, write the part of distribution as in the formal writing. If the matters are just sent for knowledge, write the companies that are wanted to have the knowledge as in the sample of formal writing in the second degree. If your writing is not written for knowledge and order, do not write the part of distribution. To be sure, ask your teacher.

EVALUATION

Determine which knowledge you've gained in this activity by answering the following questions.

1. Which involves the symbol of company?
 - A) Address
 - B) Address (as accomodation)
 - C) Heading
 - D) Signature

2. Which is the first part in business writings?
 - A) Address
 - B) Address (as accomodation)
 - C) Heading
 - D) Signature

3. How many centimeters are given from the top side in business writings?
 - A) 1 cm
 - B) 1,5 cm
 - C) 2 cm
 - D) 2,5 cm

4. Which part is omitted in business writings?
 - A) Subject
 - B) Relevant
 - C) Appendix
 - D) Address of sender

5. How the date is written in business writings?
 - A) İzmir, 05 Feb. 2006
 - B) İzmir, 05/02/2006
 - C) İzmir, 05.02.2006
 - D) İzmir, 05-02-2006

ANSWER KEY

1	C
2	C
3	A
4	D
5	A

PERFORMANCE TEST

Rewrite the following sample of business writing which is given below. Be sure that you obey the rules of business writing. Examine formal writing (at the first learning activity) on your PC's screen, and add the different parts for the business writing into it. After completing the writing, save it in a different name.

Use “/” to write on a different place and use “//” on a different part.

ACTS THAT WILL BE OBSERVED	YES	NO
Are the style and the position of your address true?		
Have you written the word of respect in the right place and right way?		
Have you written the part of signature in a way that shows your writing type is true?		
Have you written the part of distribution in the right place and right way?		

TÜRKİYE HALK BANKASI/ General Administration//Personal Management//Number:180.11.23/İzmir, 16th February, 2006 // Subject: Selda Köksal Information// Mr Eray YILMAZ/General Manager/ Yılmaz Matbaacılık T.A.D/Atatürk Bulvarı, 12.4/İZMİR//Mr YILMAZ,/RELEVANT: Your writing the date 10th Feb, 2006 and the numbered 214-981// We are presenting the information about Mrs Selda Köksal who worked in our bank between 2005 and 2006. /1. She is a very honest and polite person. /2.She is hardworking; she does her duties on time perfectly. /3. She is very respectful to her superiors, is very tolerant to her inferiors and she gets on well with her colleagues. /4. She comes to work constantly / She comes to work on time, she doesn't ask for permission unless she needs it certainly. She is fond of her job. / She follows and checks her work until getting the result.// Yours sincerely, // Türkiye Halk Bankası / Personal Manager // Cengiz ORDU.

Evaluation

Evaluate your performance by answering the questions above. If the number of answer “NO” is more than one, revise definitely the previous learning activities. If the number of answer “NO” is 1, ask your teacher how successful you are, and act in the way of teacher's orders. If the number of your answer “NO” is 0, congratulations! You've passed the third learning activity successfully.

LEARNING ACTIVITY- 4



AIM

You are going to write a petition by arranging its parts according to the standards of TSE.

SEARCH

Take information about petition from your school administration. Ask your teacher what the important points of writing a petition are. You can go to the companies around you in order to examine the information of petitions and then get them to your school and examine them with your classmates.

4. PETITION

A petition is a kind of writing that expresses someone's demand.

4.1. The Parts Of Heading And Number Are Not Written

The heading introduces the company with its location, telephone number, title etc.

The part of number is used for the following the document. However private people don't need to follow the document and not to make an archieve so it is not necessary to write the number in a petition.

4.2. Date

This part can be written as in the formal writings.
You can write it after finishing the text.

4.3. The Part Of Address

This part can be written as in the formal writings. The first letter of the words or all the words can be written with capital letters.

The name of the city is written in the following line in an underlined way.

4.4. The text

Although it is the same as formal writings in shape it has at least two paragraphs. In the first paragraph, the owner of the petition introduces herself/himself and in the second paragraph he/she describes his/her demand. The part of respect is very important. At the end of the text it can be written as in the following:

It can be “yours sincerely” or “yours truly”.

4.5. The Part Of Signature

If the content has the part of respect, then it is written as in the formal writing, if not, it is as in the business writing.

4.6. The Address Of The Petition’s Owner

This part doesn’t exist in both formal writings and business writings. But in the petition the address of the owner’s is written to the left handside by leaving 5 lines blank after the signature. At the first line the word “Address” is written. The first letter of the words is written with capital letters. The name of the city is written at the bottom line.

<p>2,5 cm</p>	<p><i>8 lines blank</i></p> <p style="text-align: right;">İzmir, 05 Feb. 2006</p> <p><i>At least 2 lines blank</i></p> <p>GAZİ ÜNİVERSİTESİ TİCARET VE TURİZM EĞİTİM FAKÜLTESİ DEKANLIĞI'NA ANKARA</p> <p><i>2 lines blank</i></p> <p>I've graduated from Gazi University Commerce and Tourism Educational Faculty, Office Department of Management and Secretaryship.</p> <p>I want to apply for the examination for the assistant of the department of Office Management and Secretaryship.</p> <p>I present it to you due to the necessity.</p> <p><i>1 line blank</i></p> <p style="text-align: right;">Yours Truly, (<i>signature</i>)</p> <p style="text-align: right;"><i>3 lines blank</i> KIVILCIM SÖNMEZ</p> <p><i>1-3 lines blank</i> APPENDIX: The document of membership</p> <p><i>1 line blank</i> KIVILCIM SÖNMEZ Adnan Kahveci Bulvarı Anadolu Oteçilik ve Turizm Meslek Lisesi PK.61267 Göztepe, İZMİR</p>	<p>1,5 cm</p>
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PRACTICE

Steps	Advice
Pay Attention To The Difference Between The Heading And The Part Of Number	Realize the differences between formal writing and petition about the part of heading and number. Because of not writing this part, leave 8 lines blank from the top of the paper and then write the date to the right side as the first part of petition.
Write The Address Of The Person Who Will Take It	Read the information about this part. Define the address and type of writing. Check how it looks at the scheme or chart.
Write The Text	Read the explanation carefully. In the first paragraph, write your knowledge and in the second paragraph, write your demand. Finish the text using some respect words as in the example. "I present ...". Discuss with your partners and your teachers.
Write The Part Of Signature	Read the explanation about this part carefully. After the word of respect, leave 3 lines blank and write your name in the same line. Do not forget to sign the petition. Check it on the scheme.
Write The Sender's Address	Read this part again. Write the address (the first letters of the words are capital letters), leaving 3-5 lines blank from the signature.

EVALUATION

Define what information you've gained in this learning activity by answering the following questions.

- Which expression doesn't belong to petition?
 - Date
 - Relevant
 - Respect
 - Appendix
- In which part do you introduce yourself in a petition?
 - First paragraph
 - Last paragraph
 - Address of the sender
 - Address of the person who gets
- In which part is the demand expressed in a petition?
 - First paragraph
 - Last paragraph
 - Address of the sender
 - Address of the person who gets
- In which part is the expression of secret respect written if there is no respect part?
 - First paragraph
 - Last paragraph
 - Address of the sender
 - Address of the person who gets
- How many blanks should be left from the top of the petition?
 - 6 lines blank
 - 8 lines blank
 - 10 lines blank
 - Free
- How many paragraphs at least does the text include?
 - 2 paragraphs
 - 4 paragraphs
 - 6 paragraphs
 - 8 paragraphs
- What is the main theme of a petition?
 - Demand
 - Order
 - Declaration
 - Friendship

8. Which size of paper is used to write a petition?
- A) A1
 - B) A2
 - C) A3
 - D) A4

ANSWER KEY

1	D
2	A
3	B
4	B
5	B
6	A
7	A
8	D

Evaluation

Compare your answers with the answer key. Evaluate yourself by defining the number of correct answer.

If you have some faults, you should revise learning activity 4.

LEARNING ACTIVITY- 5



AIM

You are going to learn how to make CV.

SEARCH

You can visit a company around you and examine the samples of CVs with your classmates.

5. WRITING A CV (RESUMÉ)

Most people know little about how to write an ordinary CV. In this part of the module, you are going to learn how to write an effective curriculum vitae(CV).

5.1. What must a CV contain?

Now, in this section we will learn it step by step.

- Name, telephone number and address
- Personal information
- Aim
- Education
- Project and training
- Foreign languages
- Vocational experiences
- Hobbies
- References

5.1.1. Name, E-Mail, Telephone Number, Address

Your e-mail address and telephone number which can always be reached are both the most important information in your CV. Write these on the top-left side or on the top-middle side of your CV. You can write your name with capital letters on the top-left side or on the top-middle too.

5.1.2. Personal Information

In this part, there are some samples below about how to begin to write a CV. Do not forget to write your post code.

SURNAME: NAME: TEL. NUMBER: ADDRESS:	WRONG SAMPLE
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DİLARA CEBE <hr/> KIVILCIM SÖNMEZ <hr/>	WRONG SAMPLE
---	-----------------

The samples above are wrong. In the first one, unnecessary words have been used, the other one has been written to the left handside. On the other hand, there is no post code and all letters have been written with capital letters.

Now, the correct one should be as below.

Correct Sample

<p style="text-align: center;">MUSTAFA GENÇ</p> <p style="text-align: center;">0 (212) 999 99 99</p> <p style="text-align: center;">Ahmet Bey Cad. Hanım Sk. Alay Apt 10/ 4</p> <p style="text-align: center;">Aksaray 61110 İstanbul</p>

5.1.3. Aim

You don't have to write this part in your CV, because it has some risks. For this reason, it is not recommended to write. You have to know the necessity of the job and define your aim in this way.

But according to the specialists of career, this part is very important. If you don't write your aim, it means "I can do any job, you decide it".

5.1.4. Educational Degree (Level)

If you are a student or a graduate without any job experience, you should write this part with more details.

- The lessons you have taken should be written because they can attract the company's or the enterprise's attention.
- The degrees you have taken during your school or university life.
- If you aren't a graduate, write the approximate date of your graduation.
- The subjects that you are interested in (if you have)
- Write your doctorate or master's degree (if you have)
- If you have no job experience, you can also write the name of your high school that you have graduated.
- You should write the following information about the schools.
 - The year of graduation
 - The degree, the diploma or the certificate
 - Department
 - It's name and place
 - The awards (if you have)
- If you write your CV in English, write the name of your university and department in English.

Correct Sample

EDUCATION

Istanbul Technical University

YAPI İŞLETMESİ Master

August, 2002

Degree Level: 3.27 / 4.00

Master Degree: The usage of computer on upper building site technology

Istanbul Technical University

CIVIL ENGINEERING Degree

June, 2001

Degree Level: 3.10 / 4.00

Thesis of graduation: Numerical Solutions at Different Currents

Afyon Süleyman High School of Science

June, 1997

Wrong Sample

EDUCATION

Primary School: ŞİŞLİ 19 MAYIS İLKOKULU

Date of graduation: 1981

ORTAOKUL: ŞİŞLİ 19 MAYIS ORTAOKULU

Date of graduation: 1984

High School: ŞİŞLİ LİSESİ

Date of graduation: 1988

University: MİMAR SİNAN ÜNİVERSİTESİ

Department: MECHANICAL ENGINEERING

Date of beginning: 1988

Date of graduation: 1992

Mezuniyet Notu: 81.13

The wrong sample has been written too long and it has unnecessary details. It even includes primary school. On the other hand, the colons (:) have not been written in the same line.

5.1.5. Project And Apprenticeship

You can refer the projects you have made before, and you can refer the companies/enterprises you have the apprenticeship.

5.1.6. Foreign Language And Certificate

In this part, you should refer the foreign languages you know and in which level you know. Do not exaggerate while doing this because they can make a language test. Write the duration and lesson hours of the courses you have attended. Now, let's have a look at some examples.

Wrong Sample

My foreign language is English. (wrong -Which level?)

My English level is intermediate. (wrong -How have you learnt?)

Correct Sample

“ I have intermediate level English. I attended a course in British Council for a year – 6 hours each week. ”

“ I have advanced level English. I had been a student in Anatolian High School for six years.”

5.1.7. Vocational Experience

If you have not just graduated, and you've worked in some companies before, this is the most important part of your CV. Your performance in the past shows your performance in the future so this part is very important.

- In this part, you should write the name of the company you worked, the date of beginning and leaving, and your title.
- While writing the date, it is written the month and the year.
- It is enough to write the city of the company you worked.
- Write your position/level in the company before the company name.
- You don't have to write all vocational experiences.
- Refer the part time job was for a short time, because it can be misunderstood.
- While writing your success, you should give some statistical information, so your expression becomes better.
- Write more about your last job.

Now, we can examine a sample.

Wrong Sample

İş Tecrübesi

Mayıs 1990 – Temmuz 1990 Pera Palas Oteli- Staj

Duty: The receptionist. To do all duties in reception in 20 days period, to work by turns at nights, to communicate with other parts of the hotel (orally/ written)

August 1990 – September 1990 Hotel Şeker – Food and Drink

Duty: Responsible for the organizations which take place out of the hotel and management of the Food and Drink department.

July 1991 – December 1991 Travel and Tourism – Incoming

Duty: To make a reservation for groups as a staff of incoming department, to do the necessary things before incoming and to help the operations when the group comes.

August 1992 – July 1993 Travel and Tourism – Assistant of Incoming Manager

Duty: All management duties of incoming department.

Correct Sample

Job Experince

August 1992 – July 1993 Travel Tourism

The Assistant of Incoming Manager

I have been managing a group of 25 people and I am responsible for all duties of management. I've been organizing the coming of tourist groups (each group contains 350 foreigners and 400 native tourists) Next year, it is expected 40 % increase at the duties.

July 1991 – December 1991 Travel Tourism

Incoming

I've made reservations for the groups as a staff of incoming department, I've done all necessary things and when the group came, I've helped the operations.

August 1990 – September 1990 Hotel Şeker

Food and Drink Department

I have been responsible for the organizations that were held out of the hotel and management duties of food and drink department.

May 1990 – July 1990 Hotel Pera Palas

Apprenticeship

I had apprenticeship in the reception for all duties by coordinating other departments.

If you read the samples above carefully, you can find the mistakes easily in the first sample.

For example; the information about the last job is written at the end, some information are given in Turkish and some of them are given in details. At the correct sample, she/ he has told about her/ his last job using the definite numbers (amount) and has emphasized on her/ his success.

5.1.8. Hobbies

In this part, it is not enough to write you like reading books, you should write that you like reading books about politics, history etc.

- Do not write anything that is not true, because you can be asked a question that you have no idea on the same subject. If they find out that you are lying, you will fail the interview.
- You can write the activities at university.
- Some courses you've taken and some hobbies can be written in this part, too.

5.1.9. References

If you do not have an effective/ strong reference, do not write this part. If you want to write a person as a reference, your reference's name, title and telephone number should be written.

Personel Information

Nationality : T.C
Place of birth : İstanbul
Date of birth : 01/01/1970
Soldiership : Deferred until 07/2001
Marital Status : Single

Aim Of Career

To have a profession/ job at international chemical companies.

EDUCATION

1996 - 2000 : Middle East Technical University, Chemical Engineer
1989 - 1996 : Avusturya Erkek Lisesi

PROJECT And APPRENTICESHIP

06/ 1999 - 8/ 1999	CCC A.Ş. Factory apprenticeship (training)
01/ 1999 - 02/ 1999	DDD Ltd. Apprentice – Product management
07/ 1998 - 08/ 1998	EEE A.Ş. Apprentice – Department of Marketing

Foreign Language

English: Advanced

Spanish: Beginner

Computer

Windows NT, Microsoft Office 98; Excel, Word, PowerPoint, Access, Internet

Activities

1999 Prepared the University Annual of the Chemical Engineering Department
and organized the party of graduation

07/ 98 – 07/ 99 Chief Assisstant at the Club of Chemical Engineering
Organization of factory tours.

Personal Interests

Travelling, surfing the internet, playing guitar

Reference

BİNALİ CEBE BBB A.Ş. General Manager. Tel: 0.212.999 99 99
SERPİL GÜNAY AAA A.Ş. Member of board of directors Tel: 0.216.999 99 99

PRACTICE

Steps	Advice
Write the name, telephone number and the address.	Do not forget to write this part on the top middle or top-right side of the paper.
Write your personal information	Write the date of birth, soldiership etc.
Write the aim	You don't need to write anything because this part contains some risks.
Write your qualifications	You can write your appropriate qualifications to this job.
Write your vocational experience	If you have just graduated, do not fill in this part.
Write your education	Write the names of schools / university and the degrees that you have taken. If you had your master degree and thesis for doctorate, write them too.
Write the level of your foreign languages	While writing your foreign languages, write their levels. Do not exaggerate your level. Because you can be asked some questions in these foreign languages by the oral exam.
Write your references	Write the names of the companies that you worked for before and the people who can be talked to about you.

PERFORMANCE TEST

Imagine that you have just graduated from a school, write your CV to apply for a job.

ACTS THAT CAN BE OBSERVED	YES	NO

Evaluation Of This Learning Activity

Define what knowledge you've obtained from this activity by answering the following questions.

1. What does a CV mean?
 - A) Your qualifications, level of education, personal information etc.
 - B) Career
 - C) Job advertisement
 - D) Certificate
2. In which part of the paper do we write the name, telephone number and address?
 - A) on the left side
 - B) on the right side
 - C) on the middle top
 - D) on the bottom side
3. Which part do you use to get some information about yourself from the companies you worked in the past?
 - A) References
 - B) Personal information
 - C) Aims
 - D) Level of education
4. Which date is correct for writing in a CV?
 - A) 19/ 06/ 2006
 - B) 20.05.2006
 - C) 19 April 2006
 - D) April 2006
5. In which part of your CV do you write the date of birth and soldiership?
 - A) Reference
 - B) Personal information
 - C) Aims
 - D) Level of education

6. Which part you shouldn't fill in, if you have just graduated?
- A) Reference
 - B) Personal information
 - C) Vocational experience
 - D) Level of education

ANSWER KEY

1	A
2	B
3	A
4	D
5	B
6	C

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