**MESLEKİ TEKNİK ÖĞRETİM DAİRESİ ACCOUNT AND OFFICE MANAGEMENT ALANI, 2020/2021 EĞİTİM ÖĞRETİM YILI VOCATIONAL ENGLISH DERSİ 12. SINIF YILLIK PLANI**

**ÖĞRENME-**

**HAFTA**

**D.SAATİ**

**KULLANILAN EĞİTİM**

**Sınıf içi**

**KONULAR**

**ÖĞRETME YÖNTEM VE TEKNİKLERİ**

**TEKNOLOJİLERİ, ARAÇ VE GEREÇLERİ**

**DEĞERLENDİRME**

**(Hedef ve Davranışlara Ulaşma Düzeyi)**

* Numbers

Revision of the previous topics Whole class activity /speaking

**1.**

Whiteboard and worksheets

-Being able to tell and write equations in words

**Sınıf içi**

**1.**

**Uzaktan Eğitim**

Numbers , Equations

Worksheets and reading passage

being able to use numbers appropriately

* + numbers

Revision of the previous topics Whole class activity /speaking

**2.**

Numbers and equations Worksheets and

**2.**

**Uzaktan Eğitim**

Whiteboard and

worksheets

- being able to tell and write equations in words

reading passage Being able to use numbers appropriately

**Sınıf içi** Accounting Services

Part 1: The accounting Office

**3.**

Discussing and brainstorming

Different pictures of the offices

Learning and identifying different types of services

The accounting Office Creating an

**3.**

**Uzaktan Eğitim**

accounting office

Related vocabulary worksheet

Being able to write a basic telephone conversation related to the topic

**Sınıf içi** Accounting Services

Part 1: The accounting Office

**4.**

Discussing and brainstorming

Different pictures of the offices

Learning and identifying different types of services

The accounting Office Creating an

**4.**

**Uzaktan Eğitim**

accounting office

Related vocabulary worksheet

Being able to write a basic telephone conversation related to the topic

**Sınıf içi** Accounting Services

Part2: Financial Statements

**1.**

Analysing and pairwork

Problem solving method

Calculating the income using the correct words: expenses, profit, gross, revenue

Financial Statements Creating sample

**1.**

**Uzaktan Eğitim**

statements

Practising the calculations and being able to talk about the results.

**Sınıf içi** Accounting Services

**EKİM**

**EYLÜL**

**AY**

Part2: Financial Statements

**2.**

Analysing and pairwork

Problem solving method

Calculating the income using the correct words: expenses, profit, gross, revenue

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|  | **2.** | **Uzaktan Eğitim** |  | Financial Statements | Creating sample statements |  | Practising the calculations and being  able to talk about the results. |
|  | **3.** | **Sınıf içi** |  | Revision of the topics |  |  | . |
|  | **3.** | **Uzaktan Eğitim** |  | Revision of the units | Sapmle worksheets |  |  |
|  | **4.** | **Sınıf içi** |  | Revision of the topics |  |  |  |
|  | **4.** | **Uzaktan Eğitim** |  | Revision of the units | Sapmle worksheets |  |  |
| **KASIM** | **1.** | **Sınıf içi** |  | First Semester Mid-term Exams |  |  |  |
| **1.** | **Uzaktan Eğitim** |  | First Semester Mid-term Exams |  |  |  |
| **2.** | **Sınıf içi** |  | Accounting Services Financial Statements | Problem solving | Speaking activity on a balance sheet | analysing a balance sheet  showing the income on a balance sheet |
| **2.** | **Uzaktan Eğitim** |  | Financial satements | Preparing a presentation |  | Being able to talk about a balance sheet |
|  | **3.** | **Sınıf içi** |  | Accounting Services Financial Statements | Problem solving | Speaking activity on a balance sheet | analysing a balance sheet  showing the income on a balance sheet |
|  | **3.** | **Uzaktan Eğitim** |  | Financial satements | Preparing a presentation |  | Being able to talk about a balance sheet |
|  | **4.** | **Sınıf içi** |  | Business World  Enterpreneurship | Whole class activity | Discussion by  using handouts | Learning new vocabulary about  enterpreneurship.  Discussing about enterpreneurship |
|  | **4.** | **Uzaktan Eğitim** |  | Enterpreneurship | Paragraph writing |  | Having new ideas about enterpreneurship |
| **ARALIK** | **1.** | **Sınıf içi** |  | Business World Enterpreneurship | Whole class activity | Discussion by using handouts | Learning new vocabulary about enterpreneurship |

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|  | **1.** | **Uzaktan Eğitim** |  | Enterpreneurship | Paragraph writing |  | Having new ideas about  enterpreneurship |
| **2.** | **Sınıf içi** |  | Business World  Foreign Trade | Pair work activity | Speaking activity | Learning new vocabulary about foreign  trdae |
| **2.** | **Uzaktan Eğitim** |  | Foreign Trade | Web-serach about regulations of foreign trade | Writing a  paragraph | Being able to talk about foreign trade |
| **3.** | **Sınıf içi** |  | Business World Foreign Trade | Pair work activity | Speaking activity | Learning new vocabulary about foreign trdae |
| **3.** | **Uzaktan Eğitim** |  | Foreign Trade | Web-serach about regulations of foreign trade | Writing a paragraph | Being able to talk about foreign trade |
| **4.** | **Sınıf içi** |  | Business World  Setting up an import and export business | brainstorming | Wholeclass  activity | Discussing import and export business  and learning about it  Relating import and export business to our own counrty |
| **4.** | **Uzaktan Eğitim** |  | Setting up an import and export business | Reading text |  | Being able to understand related vocabulary |
| **OCAK** | **1.** | **Sınıf içi** | **3** | Business World  Setting up an import and export business | brainstorming | Wholeclass activity | Discussing import and export business and learning about it  Relating import and export business to our own counrty |
| **1.** | **Uzaktan Eğitim** | **2** | Setting up an import and export business | Reading text |  | Being able to understand related vocabulary |
| **2.** | **Sınıf içi** |  | Revision |  |  |  |
| **2.** | **Uzaktan Eğitim** |  | Revision | handouts |  |  |
| **3.** | **Sınıf içi** |  | First Semester Final Exams |  |  |  |
| **3.** | **Uzaktan Eğitim** |  | First Semester Final Exams |  |  |  |

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|  | **4.** | **Sınıf içi** |  | Preparation of Students Reports |  |  |  |
|  | **4.** | **Uzaktan Eğitim** |  | Preparation of Students Reports |  |  |  |
| **ŞUBAT** | **1.** | **Sınıf içi** |  | Semester Holiday |  |  |  |
| **1.** | **Uzaktan Eğitim** |  | Semester Holiday |  |  |  |
| **2.** | **Sınıf içi** |  | Semester Holiday |  |  |  |
| **2.** | **Uzaktan Eğitim** |  | Semester Holiday |  |  |  |
| **3.** | **Sınıf içi** |  | Business World  Northern Cyprus Imports and Exports | brainstorming | Problem solving | Learning new vocabulary about imports  and exports in Cyprus.  Analysing the goods exported and  learning them |
| **3.** | **Uzaktan Eğitim** |  | Northern Cyprus imports and exports | Searching different goods and list them |  | Being able to talk about the most popular imported and exported goods |
| **4.** | **Sınıf içi** |  | Business World  Northern Cyprus Imports and Exports | brainstorming | Problem solving | Learning new vocabulary about imports  and exports in Cyprus.  Analysing the goods exported and learning them |
| **4.** | **Uzaktan Eğitim** |  | Northern Cyprus imports and exports | Searching different goods and list them |  | Being able to talk about the most popular imported and exported goods |
| **MART** | **1.** | **Sınıf içi** |  | Investing in Northern Cyprus  Investment opportunities in Northern Cyprus | Speakin activity/ brainstorming |  | -learning new phareses related to the act of investment –discussing the act of  investment in Cyprus |
| **1.** | **Uzaktan Eğitim** |  | Investment opportunities in Cyprus | Meeting with a  investor in Cyprus |  | lmproving current knowledge |
| **2.** | **Sınıf içi** |  | Investing in Northern Cyprus  Investment opportunities in Northern Cyprus | Speakin activity/ brainstorming |  | -learning new phareses related to the act  of investment –discussing the act of investment in Cyprus |

Investment opportunities in Cyprus Meeting with a investor in Cyprus

**2.**

**Uzaktan Eğitim**

Reading passages lmproving current knowledge

**Sınıf içi** REVISION OF THE TOPICS

REVISION OF THE TOPICS

**3.**

**Uzaktan Eğitim**

**3.**

**Sınıf içi** SECOND SEMESTER MID-TERM EXAMS

SECOND SEMESTER MID-TERM EXAMS

**4.**

**Uzaktan Eğitim**

**4.**

**Sınıf içi** Investment Ideas Brainstorming Whole class speaking activity / new phareses task

**1.**

Investment Ideas Observing the

markets and finding out new ideas

**1.**

**Uzaktan Eğitim**

**Sınıf içi** Investment Ideas Brainstorming Whole class speaking activity / new phareses task

**2.**

Discussing the idea of investment in Cyprus reading the situations and mails presented

lmproving the critical thinking skills

Discussing the idea of investment in Cyprus reading the situations and mails presented

Investment Ideas Bing able to form a dialogue based on

**2.**

**Uzaktan Eğitim**

the act of investment after learning new pharases based on it.

**Sınıf içi** Information about Northern Cyprus Whole class approach

**NİSAN**

Information about Northern Cyprus Web research about banking system

**3.**

**Uzaktan Eğitim**

**3.**

* + learning the facts of investment in Cyprus
  + discussing and learning the

money and banking system in Cyprus

Being able to talk about money and banking system in Cyprus

**Sınıf içi** Information about Northern Cyprus Whole class approach

Information about Northern Cyprus Web research about the investment regulations in Cyprus

**4.**

**Uzaktan Eğitim**

**4.**

* + learning the facts of investment in Cyprus
  + discussing and learning the money and banking system in Cyprus

Being able to write a composition about regulations in Cyprus

**Sınıf içi** Registering a company in Northern Cyprus Speaking activity Learning new vocabulary based on the

topic ‘companies in Cyprus’

Discussing the situations of companies in Cyprus

**1.**

Registering a company in Northern Cyprus Free-writing activity

**1.**

**Uzaktan Eğitim**

Summarising ideas about the companies in Cyprus

**Sınıf içi** Religious Holiday

Religious Holiday

**2.**

**Uzaktan Eğitim**

**2.**

**Sınıf içi** Registering a company in Northern Cyprus Speaking activity Learning new vocabulary based on the

topic ‘companies in Cyprus’ Discussing the situations of companies

in Cyprus

**3.**

Registering a company in Northern Cyprus Preparing a registration document

**3.**

**Uzaktan Eğitim**

Prectising the current knowldge

**Sınıf içi** Revision of the topics

**HAZİRA**

**MAYIS**

Revision of the topics Handouts / readin texts

**4.**

**Uzaktan Eğitim**

**4.**

**Sınıf içi** SEMESTER FINAL EXAMS

**1.**

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|  | **1.** | **Uzaktan Eğitim** |  | SEMESTER FINAL EXAMS |  |  |  |
| **2.** | **Sınıf içi** |  | Make- up Exams |  |  |  |
| **2.** | **Uzaktan Eğitim** |  | Students Reports |  |  |  |
| **3.** | **Sınıf içi** |  |  |  |  |  |
| **3.** | **Uzaktan Eğitim** |  | The Board of Teachers About Retake Exams |  |  |  |
| **4.** | **Sınıf içi** |  |  |  |  |  |
| **4.** | **Uzaktan Eğitim** |  | Retake Exams |  |  |  |