

Part 1: Finding a job

1a Class Discussion

There are different ways of finding a job. What are they?



1b Match

While reading the following 2 texts complete the glossary on the next page by choosing the right Turkish words.

Selin finished high school in June 2013. After a short summer holiday, she started **looking for a job**. She bought the newspaper everyday to check the **job advertisements**. At the same time she started to **attend a course** to improve her computer skills.

One day she saw a **vacancy** for an office assistant. The advertisement said that interested **candidates** should send in their **CV** with an **application letter**. They also asked for **recommendations**. Didem had very good recommendations from her teachers. She applied for the job, and she was **called in for an interview** the next week. She was dressed professionally and answered all the questions with **self-confidence**. Two days later, they called her and **offered her the job**.



Firat **made many job applications** but he could not find a job for one year. Then he decided to **set up his own business**. He did not have any money so his father **gave him a small loan** to set up his **home office**. He bought a computer, a printer/scanner, and some other bits and pieces. He visited small **enterprises** and left his business card. He also advertised his business in the free **classified ad section** of a newspaper.

He is now working from home, designing websites for clients. He also designs logos and other corporate identity materials. He works with a good printing house to get the prints for his clients. With **recommendations** from satisfied clients, his small business is expanding (getting bigger).

1c Discuss and decide

Discuss the following questions with your partner.

1. Why do you think Didem got the job?
2. Why do you think Firat is successful?
3. List 5 positive things that Didem and Firat did.

1d Class discussion

- ▶ Why is it important to get good recommendations?
- ▶ How can you get good recommendations for yourself?

Glossary

vacancy:

apply for a job / make a job application:

classified ad:

start your own business:

enterprise:

candidate:

job advertisement:

look for a job:

fill in an application form:

application letter:

self-confidence:

home office:

CV (curriculum vitae):

offer a job:

attend a course:

call in for an interview:

münhal pozisyon, başvuru mektubu, iş başvurusu yapmak, özgeçmiş, aday, evde küçük ofis seri ilan, bir kursa katılmak, mülakata çağırılmak, iş ilanı, kendi işini kurmak, iş aramak işletme, başvuru formu doldurmak, özgüven, iş teklif etmek

1e Class discussion

What hints would you give someone who will go to an interview?
Now read the following tips and find what is wrong with the interview to the right.



JOB INTERVIEW TIPS:

- ▶ Always dress professionally
- ▶ Arrive on time for your job interview (try to arrive 15 minutes early)
- ▶ Always greet the interviewer formally
- ▶ Have a good firm handshake
- ▶ Look alert and interested and keep regular eye contact
- ▶ Do not answer the interview questions with a simple "yes" or "no". But do not talk too much either
- ▶ Answer the question asked and do not change the subject
- ▶ Do not say anything negative about a previous job or employer

QUESTIONS TO ASK DURING AN INTERVIEW:

At the end of an interview, some employers say "Do you have any questions for us?" Try to prepare some questions before the interview. If you do not ask any questions, the employer might think that you are not interested. Examples of questions you can ask:

- ▶ Can you tell me more about your Company?
- ▶ What kind of software do you use?
- ▶ Do you offer training?

Jamal Tan's Interview

Jamal's interview is at 11:00 and it is 10:56. Jamal runs to the building. He is wearing jeans, a sweater, a scarf, and a cap. They call him into the interview room. He walks in, says "Hi" and sits down.

- Good morning Mr. Tan.
- Good morning.
- Would you like something to drink?
- Coffee please.
- We looked at your CV and we would like to ask you some questions.
- OK.
- Did you work as part of a team before?
- Yes.
- Can you tell us about your experience?
- Uhm, it was not a good experience. The team was very bad, we couldn't work together.
- Oh, why is that?
-
- Well, that's it, thank you Mr. Jamal. Do you have any questions for us?
- No.
- Thank you for coming and we'll let you know about the result.
- Thank you.

Part 2: Careers

2a Class Discussion

1. Who wants to be a cameraman? Why?
2. How can you become a cameraman?
3. Where can you work as a cameraman?
4. How do you find a job?



Shooting a political interview at Kyrenia harbour

Hello, I am Timuçin Dönmez - everyone calls me Tim. I was born in Nicosia Cyprus in 1990. I studied air-conditioning in Haspolat Vocational School. After finishing school in 2008, I joined the army and completed my military service in 2009. I worked in sales and marketing (satış ve pazarlama) for about a year. In 2010, I saw a job advertisement for a cameraman for Genç TV. Even though I had no experience, I applied and they offered me the job. I was very interested in photography and I learned video recording on the job. Later I attended an EU funded course by the Press Association and received a certificate.

My aim (hedef) was to work for Kıbrıs TV and BRT. With recommendations from colleagues, I was offered a full-time job by Kıbrıs TV in 2011 and a part-time job by BRT in 2013. Now I work for both organizations as a professional cameraman. I love my job.

These days everyone thinks that they can be a cameraman because they can shoot films. This is not true. You need certain qualities to be a good cameraman. For example, you should be very careful and pay attention to details (*detaylara dikkat etmek*). There are many factors you should consider when video recording. If you want to be a professional cameraman you need to develop a lot of technical knowledge (*bilgi*) and skills (*beceriler*).

2b Check your understanding

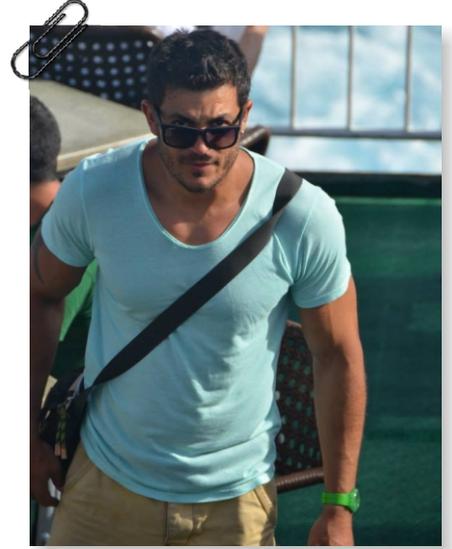
1. Did Tim study photography in school?
2. Did he go to university?
3. How did he become a cameraman?
4. What knowledge and skills are important for this job?
5. Why do you think Tim is successful in his career?

Working as a Graphic Designer

2c Match

Match the following Turkish words with the **highlighted** words in the text.

uygulamak	iş arkadaşları	ufkunu genişletmek	hisse
reklam ajansı	uyarlamak	müşteri odaklı yaklaşım	
devralmak	hayal	güncel	pazara girmek
ortak	geniş bir hizmet yelpazesi	odaklanmak	



Hi, I am Orçun Cananoğlu. I was born in Kyrenia Cyprus in 1982. I graduated from Nicosia Turkish Lycee (LTL) in 1999. Then, I studied Ceramic Arts in Hacettepe University, but later transferred to the Graphic Design department in Girne American University and graduated in 2005. I worked part-time in different Advertising Companies while I was a student.

In 2005, I partnered with 3 **workmates** and we **acquired** an **advertising agency** called Kırmızı Çizgi Reklam Ajansı. This was my biggest step in this sector. We changed the agency's name as Red Line Reklam Ajansı and **entered the market**. From 2005 to 2009 we worked with small and big companies. In 2009 I transferred my **shares** to my **partners** and joined the military. When I finished my military service in 2011, I set up my own business and named it Mint Reklam Ajansı. My agency **focuses** on graphic design and we try to offer a **wide selection of services** with a **customer-focused approach**.

I work a lot with startups. First of all, they need a logo which is the beginning of corporate identity. I first design the logo, then I redesign and **apply** it to all the corporate materials such as the sign, the business card and brochures. Next I **adapt** the logo to the company's website and social media such as Facebook. When designing something, you should make it easy to adapt to different media. For example, a good logo must be a vectorial design.

Being a graphic designer is a hard job. You have to spend a lot of time at your computer, and try to sell the client digital design and graphics which are products of your **imagination**. As a graphic designer you must be creative and you should stay **up-to-date**. You should read about design. I also recommend traveling because it helps **widen your horizons** and be more creative.



2d Check your understanding

1. When did Orçun first start to work?
2. Which company did he have shares in?
3. Does Orçun work for someone or is he self-employed?
4. What is the name of his business?
5. Does he have partners in his business?
6. What does his business focus on?
7. According to Orçun, how should a graphic designer be?



Story of a Sign Artist

2e Class Discussion

- ▶ Has anyone worked in a sign shop?, What is it like?
- ▶ What do people do in a sign shop?



2f Match

Match the following Turkish words with the **highlighted** words in the text.

montaj imal etme iz / imza imalat hattı
 yakalamak/geri kalmamak tecrübe ustabaşı

Hello, my name is Cesur Gender. I was born in Adana Türkiye in 1969. I didn't go to school after the age of 12. I started working in a Sign Shop (tabela atölyesi). In the beginning, we made signs for streets and houses using a **pantograph machine**. Then we started manufacturing **illuminated signs** as well. I also did **serigraphy** (silkscreen printing).

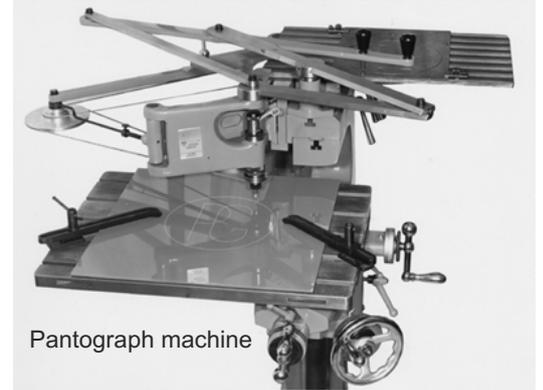
After my military service, I went back to work in the same shop to have more **experience**. I worked there until I set up my own business in my late twenties. In my shop, we **manufactured** indoor and outdoor signage and offered sign **mounting** services.

In the beginning of 2014, my family and I moved to Cyprus and started working for Magic Touch which is a digital copy centre and design office. I am the **supervisor** of the **production line** in the Printing House.

Working in a printing house can be a hard job. You must really like this job and be open to learning all the time. I've been in this sector for more than 30 years and I have seen so many changes in technology. You have to **catch up**. Always ask the right questions at the right time, that's the way to learn on the job. You should also be creative and have your own **mark** in everything you do.

2g Check your understanding

1. How experienced is Cesur in printing work?
2. How did he start working in the printing sector?
3. When he had his own business, what did he focus on?
4. What is his position at Magic Touch?
5. What is his advice to those who want to work in printing business?



Pantograph machine

image copied from <http://www.engraversjournal.com/article.php/2207/images/History2fig5big.jpg>



Serigraphy

image copied from <http://www.printshirt.com.sg/printshirt/aboutus.php>



illuminated signs

www.shutterstock.com · 46602079

Part 2: Writing a CV

1a Class discussion

- ▶ Who has written a CV before?
- ▶ Why do you write a CV?
- ▶ What goes into your CV?



When you apply for a job you should send your CV (Curriculum Vitae). There are different CV templates available on the Internet. The difference is usually the look. The content of a CV is standard. Below you can see part of a sample Europass CV. This is a standard template used in Europe. You can create your own Europass CV using the template on the next page or online at <https://europass.cedefop.europa.eu/editors/en/cv/compose>

You can find the Turkish guidelines for filling in the Europass CV at the end of your book.



PERSONAL INFORMATION **Betty Smith**

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✉ smith@kotmail.com

💬 AOL Instant Messenger (AIM) betty.smith

Sex Female | Date of birth 01 March 1975

JOB APPLIED FOR **European project manager**

WORK EXPERIENCE

August 2002 – Present **Independent consultant**
 British Council
 123, Bd Ney, 75023 Paris (France)
 Evaluation of European Commission youth training support measures for youth national agencies and young people

March 2002 – July 2002 **Internship**
 European Commission, Youth Unit, DG Education and Culture
 200, Rue de la Loi, 1049 Brussels (Belgium)

2b Discuss and decide

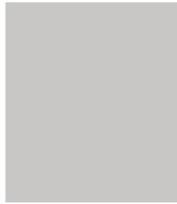
Work with your partner and answer the following questions.

1. Which section do you put your contact details (iletişim bilgileri)?
2. If you don't have any work experience what can you include in this section?
3. If you have two different work experiences at different times, which one do you put first?
4. If you are applying for the position of an 'assistant graphic designer', where do you put this information?
5. What does August 2013 - present in the work experience section mean?
6. Which section do you put the name of the school you graduated from?
7. If you use software such as Photoshop and Draw where do you put this information?
8. Where do you put your English level?
9. If you are attaching any documents (such as your diploma) to your CV, where do you list these documents?



Curriculum Vitae

PERSONAL INFORMATION



Sex | Date of birth | Nationality

JOB APPLIED FOR

WORK EXPERIENCE

EDUCATION AND TRAINING

PERSONAL SKILLS

Mother tongue(s)

Other language(s)

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills

Computer skills

Other skills

Driving licence

ANNEXES
