

SERTİFİKALI MESLEKİ İNGİLİZCE EĞİTİM PROGRAMI**1. HAFTA :**

TARİH	KONU	SÜRE
23 MAYIS 2009 09.00 – 13.00	LANGUAGE REFERENCES TENSES – MODALS	4 SA.
25 MAYIS 2009 18.00 – 20.00	LANGUAGE REFERENCES IF SENTENCES – PASSIVE – RELATIVE CLAUSES - REPORTED SPEECH	2 SA.
27 MAYIS 2009 18.00 – 20.00	LANGUAGE REFERENCES ARTICLES – PHRASAL VERBS – GERUND/INFINITIVE – NUMBERS – WORD STRES	2 SA.
29 MAYIS 2009 18.00 – 20.00	FOREIGN TRADE THE BASIS OF FOREIGN TRADE	2 SA.

2. HAFTA :

TARİH	KONU	SÜRE
30 MAYIS 2009 09.00 – 13.00	CORRESPONDENCE WITHIN TRADE THE OFFER-REQUEST FOR REFERENCES-ORDER- AGREEING ON TERMS-CORRESPONDENCE DURING NORMAL PROCESS-DISCREPANCIES AND DELAYS IN AN ORDER-FRANCHISING AND REPRESENTATION-SPECIAL OCCASIONS-BUSINESS ON CONSIGNMENT	4 SA.
1 HAZİRAN 2009 18.00 – 20.00	FOREIGN TRADE LETTER OF APPRECIATION THE DOCUMENTS OF INTERNATIONAL TRADE	2 SA.
3 HAZİRAN 2009 18.00 – 20.00	FOREIGN TRADE TERMS OF INTERNATIONAL TRADE AND TRANSPORTATION	2 SA.
5 HAZİRAN 2009 18.00 – 20.00	CONTACTING CUSTOMER TELEPHONE SPEECH CORRECT BUSINESS LETTER	2 SA.

3. HAFTA :

TARİH	KONU	SÜRE
6 HAZİRAN 2009 09.00 – 13.00	CORRESPONDENCE OUTSIDE OF TRADE CORRESPONDENCE WITH HOTELS – BANK CORRESPONDENCE – LETTERS OF APPRECIATION	4 SA.
8 HAZİRAN 2009 18.00 – 20.00	CORRESPONDENCE WITHIN TRADE GENERAL INQUIRIES-PRICE LIST-BROCHURES-QUANTITY AND SIZE-REQUEST FOR SAMPLES-TRIAL SHIPMENT- DELIVERY AND PAYMENT-QUALITY AND GUARANTEE- PACKING	2 SA.
10 HAZİRAN 2009 18.00 – 20.00	CORRESPONDENCE WITHIN TRADE SOLVING THE PROBLEMS WITH THE CUSTOMER (QUALITY-PRICE-TRANSPORTATION-DELIVERY TIME)	2 SA.
12 HAZİRAN 2009 18.00 – 20.00	CORRESPONDENCE WITHIN TRADE OTHER ISSUES-SIGNING CONTRACTS-LETTERS TO AUTHORITIES-LEGAL MATTERS-LIABILITY OF GOODS- CHARGES-REJECTIONS-INSURANCE	2 SA.

4. HAFTA :

TARİH	KONU	SÜRE
13 HAZİRAN 2009 09.00 – 13.00	SALES AND NEGOTIATION SALES – NEGOTIATION – MARKETING – THE BUSINESS TRIP – SAYING “NO” – CURRICULUM VITAE OR RESUME	4 SA.
15 HAZİRAN 2009 18.00 – 20.00	SOCIALIZING GREETING YOUR GUEST – SMALL TALK – WELCOMING A VISITOR	2 SA.
17 HAZİRAN 2009 18.00 – 20.00	SOCIALIZING MASTERING MEETINGS – FORMAL MEETINGS – DISCUSSING TRENDS	2 SA.
19 HAZİRAN 2009 18.00 – 20.00	SOCIALIZING HOW TO EMPLOY - JOB INTERVIEWS	2 SA.