

Weeks & dates	TD/TP	Room	Activities	Themes
05/09 WK36	1-TD1		<b>Summer Jobs Programme</b> <b>Tips for CV &amp; CL</b> ; tools (canva, zety tools, etc.) Digital identity <b>HW : CV &amp; CL to be submitted on Week 38</b>	<b>Professional communication</b>
12/09 WK 37	∅		<i>Creating my CV and writing my cover letter – Resources on Moodle</i>	
19/09 WK 38	2-TP1		<b>Mock Job Interview kick-off session</b> (1) <b>Job descriptions &amp; Job Ads study</b> : requirements, tasks, actions verbs, contract terms, working conditions. (2) <b>Choice of ads</b> → groups (3) <b>Job interviews common questions &amp; elevator pitch</b>	<b>Job Ads &amp; Interviews questions</b>
26/09 WK 39	∅		<i>Mock interview prep – Resources on Moodle</i> <i>Bring own computer for next session.</i>	
03/10 WK 40	3-TD2		<b>Emailing &amp; Telephoning</b> <b>Work due on Wed Oct 12 for assessment</b> -Type 3 emails according to context provided (2 formal + 1 informal style) sur 9 pts (imprimé et déposé dans casier, sem 41) - Record an oral message to be left on a recruiter's answering machine sur 11 pts (à déposer sur moodle sem 41)	<b>Professional communication</b>
10/10 WK 41	∅		<i>Mock interview prep – Phoning + Resources on Moodle</i>	
17/10 WK 42	4-TD3		<b>Working conditions &amp; Work Values</b> + Mock interview prep	<b>Knowing about workplaces</b>
24/10 WK 43	∅		<i>Mock Job Interview: finalizing group work – Resources on Moodle</i>	
31/10 WK 44	∅		<b>Mid-term Holidays</b>	
07/11 WK 45	5-TP2		<b>2x2hTP par groupe</b> <b>Mock Job Interview session</b> (2h) jury composed of teacher & students / Interview session (2h) – 2 <sup>nd</sup> role with different ad	<b>Job Interviews</b>
14/11 WK 46	∅			
21/11 WK 47	∅			
28/11 WK 48	∅			
05/12 WK 49	6-TD4 7-TD5		<b>TD4 The report:</b> - Structure of a report: the table of content - Outline: work on correspondence between abstract/intro/cc & outline) - Short focus on the Abstract (abstract role & def) if time - How to deal with ref in English (resource to study @home) <b>TD5 Abstract techniques:</b> (1) voice, tense, highlighted sample, (2) improvement of 3 internship report abstracts, (3) re-writing skills (online methodology).	<b>Getting ready for the internship</b> <b>Report writing</b>
12/12 WK 50	∅	<i>Working on the report structure, abstract, references – Resources on Moodle</i>		
19/12 WK 51	26/12 WK 52		<b>Winter Holidays</b>	
ma 03/01 WK 1	8-TP3		(1) Improving your <b>writing style and efficiency</b> (2h) - make Vs. do, exercises on action verbs and power words (30') - brevity skills: examples and practice (1h30) (2) reminder about the abstract structure & technique 15' (3) <b>Short written test 1h15</b> : abstract applied to your S3 Saé project	
10/01 WK 2	∅		<b>Remise des abstracts (d'1 projet Saé S3 sur 3) avant départ en stage</b>	