

UHL2432

ENGLISH FOR PROFESSIONAL COMMUNICATION

CHAPTER 1

JOB SEARCH SKILLS

Expected Outcomes

Demonstrate the ability to use a range of methods to search for employment opportunities and identify possible sources of support.

Read job requirements and skills in job searching.

Write a resume using the format instructed by the lecturer.

Write a cover letter according to the format taught.

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1.2 Presentation Skills – A Quick Review



EFFECTIVE PRESENTATIONS

A. Preparing a presentation

- Consider the purpose
- Consider the audience
- Brainstorm the topic
- Research the topic
- Organize the materials into a presentation outline

EFFECTIVE PRESENTATIONS

B. Organising the content

Introduction

- **Attention-getter**
- **State the purpose of the presentation**
- **Provide an outline of the presentation**

Body

- **Main point 1, and supporting details**
- **Main point 2, and supporting details**

Conclusion

- **Summary of main points**
- **Memorable closing**

EFFECTIVE PRESENTATIONS

C. Mind your language

- Accuracy
- Suitable vocabulary
- Clear pronunciation

D. Delivering the presentation

- Talk to the audience - do not read to them
- Use voice to communicate clearly
- Use your body to communicate
- Maintain eye contact

EFFECTIVE PRESENTATIONS

E. Using visual aids

PowerPoint

Handouts

Using the whiteboard (or blackboard)

Check out the facilities

EFFECTIVE PRESENTATIONS

F. Dealing with nervousness

Smile

Breathe deeply

Be well-prepared

Be organised

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