

	2, LEBUH ACHEH, GEORGETOWN, 10300 GEORGETOWN, PULAU PINANG
<b>COMPETENCY UNIT CODE:</b>	<b>J620-002-4:2020-C01</b>
<b>TITLE OF COMPETENCY UNIT</b>	<b>FRONT-END DEVELOPER</b>
<b>CODE NO.</b>	<b>J620-002-4:2020-TVET MOD (1/4)</b>
<b>NAME OF CANDIDATE</b>	NGAN JOAN YOU
<b>IDENTIFICATION NUMBER</b>	
<b>STUDENT ID</b>	
<b>SEMESTER</b>	
<b>EXAM DURATION</b>	<b>3 HOURS</b>
<b>DATE</b>	
<b>ASSESSMENT RESULT</b>	
<b>MARKS:</b> <b>100%</b>	<b>TERAMPIL/BELUM TERAMPIL</b>
<b>FEEDBACK OF PEGAWAI PENILAI:</b>          	
<b>SIGNATURE OF PEGAWAI PENILAI</b>          <b>NAME :</b>	<b>DATE :</b>

## English Career Development

March 2022 Intake

### Final Assessment

#### Subjective questions (40%)

1. Briefly explain the contents of a resume. (8 marks)

A resume should include self-introduction for example email name email, work experience  
year position, academic qualification from highest to lowest, skills e.g. soft skills,  
accomplishments referee, attach a portfolio if needed

2. List down your thoughts on what the best flow of a resume is along with a short explanation. (8 marks)

The best flow of a resume is short introduction with a formal photo and contact. Then  
career goals academic qualification. work experience and showcase skills.

damage previous employer's reputation

3. Do you think you should speak poorly of your previous employer? Explain in detail. (8 marks)

indication we have the tendency to gossip/badmouth which can affect company's chemistry or go against company policies

We shouldn't speak poorly of our previous employer because it shows that we are  
someone who likes to talk behind others' back and no one would be willing to hire us  
because they'll think that we might also damage their company's reputation.

damage our reputation as we display bad qualities of professional employee

4. Describe and explain 3 qualities of a good colleague that you would appreciate? (8 marks)

leave a bad impression on company's who think we would speak poorly of them when we leave

shows they are responsible towards their work  
I appreciate a colleague who is always on time when attending meetings or meeting  
project deadlines, someone who can give me constructive feedback and guidance to  
improve my work and myself, and someone who can communicate clearly with the team  
to get a view on their progress and any problems they are facing.

embarrassed when they fact check the info to be false

good communication allows good bonding / enables me to better understand what my colleague needs

good hygiene shows that they are responsible for themselves and if they do not have good hygiene, it shows that they do not take themselves seriously and they can't take their work seriously

trustworthy, true to their work and will always be accountable for their actions

reliable, finish their work on time and count on them for help

patience and tolerance, do not get mad at mistakes, are goal-oriented patient enough to tolerate and teach colleagues on their mistakes

5. Remote working has been a norm since the Covid-19 pandemic. However, it has not been as effective as being physically present at work. List down your opinions on improving the efficiency of remote working. (8 marks)    improve trust and bonding and communication
- Employees should always be on video call with their camera on, so they know they are constantly being supervised and recorded and will not slack off during work hours.
- Employees should constantly send their progress to the team to always keep the team updated.

## Long Answer/Essay Questions (60%)

### Questions

1. Indicate the flow of a job application email. Explain why each component in the flow is important. (20 marks)
2. Compare both elements of a good and bad presentation. (20 marks)
3. Explain in detail your thoughts on the 3 most important components to a successful interview. (20 marks)

### Writing Guidelines

1. State out your components along with the explanation, separate it to a few paragraphs.
2. Your good and bad presentation elements should correlate and each paragraph should have the good and the bad for comparison.
3. Explain in detail successful interview components with examples, it can be from attitude to physical appearance standpoint.
4. List out the step by steps and give an alternative when the issue is out of your control.
  - a. Each question should take you around 250 - 300 words with clear separation of paragraphs and numberings.

subject line - needs to be clear and concise, want the employer to immediately know what the email is about

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e.g. Job application of an ..... in .....

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greetings - shows politeness and respect, we do not want to offend our potential future boss

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e.g. Hi, sir. Dear hiring manager,

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introduction - greet again with introduction and purpose shows politeness and courtesy, who we are and purpose for relevance

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e.g. Good day to you. I am ..., a student from .... this email is to apply for an interview for an internship at your company

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experience / past projects built - to indicate value and worth to show potential to employers that we have what it

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takes to get the role as an intern thru the projects and work experience you've gained throughout the years

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skills and qualifications - indicates more value and worth, inform employers of our skill and mastery in related field

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better understanding of who you are as a programmer

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closing - expectation for a reply thanking in advance for an opportunity to go through the interview process

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Best regards.

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does not read from the slide

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2nd being tidy and wearing appropriate outfits. Shows that we take the job seriously, are responsible and take

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care of our appearances. If we come to an interview disheveled, it will leave a bad impression on the interviewer.

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3rd

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in a good presentation the presenter maintains eye contact with the audience. Doing this will establish a connection with the audience and make them feel like we are presenting the topic to them, not just reading information out loud

maintaining eye contact will also make the audience feel more engaged in the presentation and pay more attention to what we are saying.

presentation, tone of the presenter, clarity (easier understandable)  
body language and posture

prepare and research may answer any questions the audience may raise.

bad not prepared might stutter, no confidence

speak in a tone allows the audience to be interested, otherwise be boring and lose attention of the audience

knowing the ins and outs of the company by doing research better understand what we are signing up for, shows

the interviewer we are really interested in joining the company

high self-esteem and confidence, shows we are confident in our skills. reduce stuttering

give honest and truthful yet insightful answers that do not offend anyone.

being presentable and hygienic shows responsibility take appearance seriously reflects you as a worker when you work for the company





