

BURKINA INSTITUTE OF TECHNOLOGY

TECHNICAL ENGLISH

COMPUTER SCIENCE

LEVEL: L1/S1

Instructor: Mr. NEA Roger

OUTLINE

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PART 1: TOPICS

I-THE COMPUTER

It is an electronic machine that accepts, processes, stores and outputs information. A typical computer consists of two parts: **hardware** and **software**

Hardware: is any electronic or mechanical part of the computer system that you can see or touch.

Software is a set of instructions, called a program, which tells a computer what to do.

There are three (3) basic hardware sections:

1-The CPU is the heart of the computer, a microprocessor chip which processes data and coordinates the activities of all the other units.

2-The main memory holds the instructions and data which are being processed by the CPU. It has two main sections: **RAM** (*Random Access Memory*) **ROM** (*Read Only Memory*)

3-Peripherals are the physical units attached to the computer. They include:

Input devices, which let us enter data and commands (the keyboard & the mouse)

Output devices, let us extract the results (the monitor & the printer)

Storage devices are used to store information permanently (hard disks and DVD-RW drives)

At the back of a computer there are **ports** into which we can plug external devices (scanner, a modem, etc.) they allow communication between the computer and the devices.

II-TYPES OF COMPUTER SYSTEMS

There are different types of computer systems: The Mainframe, Desktop PC, Laptop/Notebook PC, Tablet PC, Personal Digital assistant (PDA), Wearable computer.

A Mainframe is the most powerful type of computer. It can process and store large amount of data, support multiple users at the same time and support more simultaneous processes than a PC. It is used for large-scale computing purposes in banks, big companies and universities.

A Desktop PC has its own processing unit, monitor and keyboard. It is used as a personal computer in the home or as a workstation for group work; it is designed to be placed on your desk.

A Laptop/Notebook PC is a lightweight computer that you can transport easily. It can work as fast as a desktop PC. It is portable and has a smaller screen. Instead of a mouse, it has a **touchpad** (a sensitive pad that you can touch to move the pointer on the screen) built on the screen.

A Tablet PC looks like a book, with an LCD screen on which you can write using a special digital pen. You can fold and rotate the screen 180 degrees. Your handwriting can be recognized and converted into editable text. You can also type at the detached keyboard or use voice recognition. It's mobile and versatile.

A Personal Digital assistant (PDA) is a tiny computer which can be held in one hand. The term PDA refers to a wide variety of hand-held devices, palmtops and pocket PCs. They can be used as mobile phones or as personal organizers for storing notes, reminders and addresses. They also let you access the Internet via wireless technology, without cables.

A Wearable computer runs on batteries and is worn on the user's body, e.g. on the belt, backpack or vest; it is designed for mobile or hands-free operation. Some devices are equipped with a wireless modem, a small keyboard and a screen; others are voice-activated and can access email or voice mail

III- INPUT DEVICES

1-The keyboard

It is made of **alphanumeric keys** (letters and numbers), **Numeric keypad** (numeric and editing keys), **Function keys** (at the top of the keyboard, can be programmed to do special jobs), **Cursor keys** (arrows keys), **Dedicated keys** (used to issue commands or produce alternative characters)

2-The mouse

It is a hand-held device that lets you move a pointer (or cursor) and select items on the screen. It has one or more buttons to communicate with the PC. **A scroll wheel** (molette) lets you move through your documents.

- **An optical mouse** has an optical sensor instead of a ball underneath

- A **cordless (wireless) mouse** has no cable; it sends data via **infrared signals** or **radio waves**.

Mouse actions

To click: cliquer

To double-click: double clic

To drag: trainer

To right-click: clic droit

3-Voice input

It serves to interact with the computer by voice with a **Voice-recognition system** that converts voice into text, it is possible to dictate text directly onto your word processor or email program; or launch programs, open, save or print files with voice commands.

4-Scanners

A scanner is a peripheral that reads images and converts them into electronic codes which can be understood by a computer. There are different types of scanners: *a flatbed, a film scanner, a hand-held scanner, a pen scanner, barcode scanners*. The resolution of a scanner is measured in *dpi (dots per inch)*. The resolution of webcams is expressed in *megapixels (million pixels)*

IV-OUTPUT DEVICES

1-The Printer

A printer is a device that prints your texts or graphics on paper. The output on paper is called **printout** or **hard copy**. The resolution (output quality) of a printer is measured in *dpi (dots per inch)*. The speed is measured in **pages per minute (ppm)**. The different types of printers include: *dot-matrix printers* (imprimantes matricielles), *ink-jet / bubble-jet printers* (imprimantes à jet d'encre), *Multi-function printers* (imprimantes multifunction), *Laser printers* (imprimantes à laser), *plotters* (les traceurs)

2-Screens

The screen is also known as the **monitor** or **VDU** (Visual Display Unit)

Basics to take into account when choosing a screen:

-type of display: **CRT:** Cathode Ray Tube or **LCD:** Liquid Crystal Display

CRTs of a monitor is similar to a traditional TV set. They are cheap, but they are heavy, can flicker and emit radiation.

A Liquid Crystal Display is made from flat plates with a liquid crystal solution between them. The crystals block the light in different quantities to create image. They offer better quality and take up less space, so they are replacing CRTs.

-screen size: the viewing area is measured diagonally; in other words, a 17" screen measures 17 **inches** (pouces) from the top left corner to the bottom right

-Resolution: the clarity of the image depends on the number of **pixels** (short for picture elements) contained on a display, horizontally and vertically. A typical resolution is $1,024 \times 768$. The sharpness of images is affected by **dot pitch** (the distance between the pixels on the screen), so a dot pitch of 0.28 mm or less will produce a sharp image.

-Brightness: the luminance of images is measured in **cd/m² (candela per square meter)**

-Color depth: It refers to the number of colors a monitor can display and varies from a screen to another one.

-Refresh rate: the number of times that the image is drawn each second. If a screen has a refresh rate of 75 Hertz (Hz), it means that the screen is scanned 75 times per second. If this rate is low, you will notice a flicker (papillotement), which can cause eye fatigue.

V-PROCESSING

1-The processor

It is also called the **CPU** (Central Processing Unit) is the brain of the computer. In PCs, it is built into a single **chip** (a small piece of silicon with a complex electrical circuit, called an integrated circuit- that executes instructions and coordinates the activities of all the other units.)

The three typical parts are:

- the **control unit**, which examines instructions from memory and executes them;
- the **arithmetic and logic unit (ALU)**, which performs arithmetic and logical operations;
- the **registers**, high-speed units of memory used to store and control data

The speed of a processor is measured in **Gigahertz (GHz)**

The main circuit board is known as the **motherboard** (la carte mère)

2-RAM and ROM

When you run a program, the CPU looks for it on the hard disk and transfers a copy into the RAM. **RAM** is temporary or **volatile**, that is, it holds data while your PC is working on it, but loses data when the power is switched off. However, **ROM** is permanent and contains instructions needed by the CPU. The amount of RAM determines the numbers of programs you can run simultaneously and how fast they operate. It can be expanded by adding extra RAM chips.

3-Units of memory

Each 0 or 1 is called a **binary digit** or **bit**. Bits are grouped into eight-digit codes that typically represent characters (letters, numbers and symbols). Eight bits together are called a **byte**. A **kilobyte (KB)** is 1,024 bytes; a **megabyte (MB)** is 1,024 kilobytes; a **gigabyte** is 1,024 megabytes; a **terabyte** is 1,024 gigabytes.

VI- DISKS and DRIVES

1-Magnetic storage

Magnetic devices store data magnetically. A disk drive spins the disk at high speed and reads its data or writes new data onto it.

A **Floppy disk drive** or **A: drive** can only hold 1.44 MB of data; it is relatively slow. A **Hard disk** or **C: drive** can hold several gigabytes of data. It's used to keep the operating system, the programs and the user's files easily available for use.

When you **format a disk** (formater un disque) or prepare it for use, its surface is divided into concentric circles called **tracks** (pistes) each track is further divided into a number of **sectors**. The computer remembers where information is stored by noting the track and sector numbers in a directory.

A portable hard drive is an external unit with the drive mechanism and the media all in one sealed case. You can use it to **make a backup** (sauvegarder), a spare copy of your files, or to transport data between computers

2-Optical storage

Optical drives use a laser to read and write data, so they are not affected by magnetic fields; but they are slower than hard drives. Modern DVD recorders accept all CD and DVD formats

CD (compact Disc)	DVDs (digital versatile discs)
CD- ROMs (read only memory) CD-R (recordable) CD-RW (Rewritable)	DVD-ROM (read only memory) DVD-R or DVD+R (recordable only once) DVD-RW or DVD+RW (rewritable, so it can be erased and reused many times)

3-Removable flash memory

Flash memory is solid-state, rewritable memory; it is non-volatile, so it retains data when the power is turned off. This explains its popularity in small devices.

Flash memory cards such as CompactFlash or Secure Digital are found in cameras, PDAs and music players.

Flash drives or thumb/pen drives are connected to a USB port of the computer. They let you save and transfer data easily.

VII-OPERATING SYSTEMS AND THE GUI (Graphic User Interface)

1-Types of softwares; the operating system (OS)

a-System software controls the basic functions of a computer, e.g. operating systems, programming software and utility programs

b-Application software lets you do specific jobs such as writing letters, doing calculations, drawing or playing games. Examples are a word processor or a graphics package.

An operating system is a set of programs that control the hardware and allow people and applications to communicate with the hardware. The OS also gives access to networks and allows **multitasking** meaning a user can run several programs (and do various tasks) at a time. Examples of operating systems are **Windows, Mac OS, Unix, Linux.**

2-The Graphical User Interface

A GUI makes use of a **WIMP** environment: **W**indows, **I**con, **M**enus and **P**ointer

A **drop-down** or **pull-down menu** (menu déroulant) is a list of options that appear below a menu bar when you click on an item. The **pointer** is the arrow controlled by the mouse, which lets you choose options from menus. The background screen that displays icons, representing programs, files and **folders** is called **desktop**. Double-clicking a folder **icon** opens a **window** which shows the programs, documents and other folders contained within the folder.

VIII- WORD PROCESSING FEATURES

Word processing features

A **word processor** enables you to create a document, store it electronically on a disk, display it on a screen, modify it by entering commands and characters from the keyboard, and print it on a printer.

Word processors usually support these features

Text box : zone de texte

Dialogue box : boîte de dialogue

Status bar : barre d'état

Clipboard : presse-papiers

Toolbar: barre d'outils

Taskbar: barre des tâches

Tab : onglet

Search bar : barre de recherche

Scroll bar : barre de défilement

Navigation Bar : Barre de navigation

Header : en-tête

Menu bar : barre de menu

Undo reverse action: annuler frappe

Window: fenêtre

Alignment: alignement

Insert hyperlink: insérer un lien hypertexte

Display graphics tools: affichage d'outils graphiques

Cut and paste: couper- coller

Find and replace: rechercher et remplacer

Word wrap: enveloppe des mots

Font: police de caractères

Layout: mise en page

Merge: fusionner

Spell checker: correcteur orthographique

Footers: pied de page

Zoom in: zoom avant

Zoom out: zoom arrière

Thesaurus : Thésaurus

Bold: gras

NB: the list is not exhaustive.

IX-SPREADSHEETS & DATABASES

1-Spreadsheet basics

A **spreadsheet** program helps you manage personal and business finances. Spreadsheets or worksheets are mathematical tables which show figures in **rows** and **columns**.

A **Cell** (une cellule) can hold three types of data: text, numbers and formulae. **Formulae** (formule) are entries that have an equation which calculates the value to display; we can use them to calculate totals, percentages, discounts, etc. Spreadsheets have many built-in **functions**, pre-written instructions that can be carried out by referring to the function by name.

E.g.: =SUM (D2:D7) means add up all values in the cell range D2 to D7.

A **database** is essentially a computerized record-keeping system. Each unit of information you create is called a **record** and each record is made up of a collection of **fields**.

X-MULTIMEDIA

1-A Multimedia system

Multimedia refers to the technologies and applications that integrate media: text, graphics, sound, video and animation

2-Recognizing file formats

To identify the type of file, an **extension** is added to the filename when it is saved on disk

Files	Extensions
Text	.pdf (portable document format) .doc (MS Word document format) .rtf (rich text format) .htm or .html (hypertext markup language for web files)
Graphics	.gif (graphics interchange format) .jpg (jpeg -joint photographic experts groups) .tif (tagged image file)
Audio format	.wav (windows wave audio format) .ra (realAudio file) .mp3 (compressed music file)
Video	.avi (audio video interleave) .mov (QuickTime movie) .mpg (mpeg – moving picture experts group)

XI-PROGRAMMING

1-Programming languages

Programming is the process of writing a program using a computer language. A **program** is a set of instructions which a computer uses to do a specific task, (e.g. a solution to Maths problem).

The only language a PC can directly execute is a **machine code**, which consists of 1s and 0s. This language is difficult to write, so we use symbolic languages that are easier to understand. For example, **assembly languages** use abbreviations such as ADD, SUB, MPY to represent instructions. The program is then translated into machine code by software called an **assembler**.

Machine code and assembly languages are called low-level languages because they are closer to the hardware.

High-level languages, however are closer to human languages; they use forms resembling English, which makes programming easier. The program is translated into machine code by software called a **compiler**. Some examples are: **FORTRAN, COBOL, BASIC, C, Java**.

The languages used to create Web documents are called **markup languages**; they use instructions (markups) to format and link text files. Examples are **HTML** (Hyper Text Markup Language), **VoiceXML**.

2-Steps in writing a program

To write a program, software developers usually follow these steps

- First, they try to understand the problem and define the purpose of the program.
- They design a **flowchart**, a diagram which shows the successive logical steps of the program
- Next, they write the instructions in a high-level language (Pascal, C, etc.). This is called **coding**. The program is then compiled.
- When the program is written, they **test** it: they run the program to see if it works and use special tools to detect **bugs**, or errors. Any errors are corrected until it runs smoothly. This is called **debugging**, or bug fixing.
- Finally, software companies write a detailed description of how the program works, called **program documentation**. They also have a **maintenance** program. They get reports from users

about any errors found in the program. After it has been improved, it is published as an updated version.

XII-COMPUTERS AND WORK

1-Jobs in computing

Most ICT-related jobs have developed to meet the need to analyze, design, develop, manage or support computer software, hardware or networks. Below are some of them:

A database analyst, Web designer/webmaster, Software engineer, Hardware engineer, Security specialist, Network or computer system administrator, Database administrator, computer operator, Help desk technician, Computer training instructors or trainers, Technical writer.

2-Computer and jobs: new ways, new profiles

With the development of ICT, there has been a change in the way lots of jobs are done. New jobs have been created too: *teleworker, online teacher, desktop publisher, computer animator*, etc.

XIII-NETWORKS

1-LANs (Local Area Networks)

Networking allows two or more computer systems to exchange information and share resources and peripherals.

A **router** is needed to link a LAN to another network, e.g. to the Net. It is a device that forwards data packets. Most networks are linked with cables or wires but new **Wi-Fi (wireless fidelity)** technologies allow the creation of **WLANs (Wireless LAN)**, where cables or wires are replaced by radio waves.

To build a WLAN you need **access points**, radio-based receiver-transmitters that are connected to the wired LAN, and **wireless adapters** installed in your computer to link it to the network.

Hotspots are WLANs available for public use in places like airports and hotels, but sometimes the service is also available outdoors (e.g. university campuses, squares, etc.)

2-WANs (Wide Area Networks)

WANs have no geographical limit and may connect computers or LANs on opposite sides of the world. They are usually linked through telephone lines, fiber-optic cables or satellites. The main transmission paths within a WAN are high-speed lines called **backbones**. **Wireless WANs** use mobile telephone networks. The largest WAN in existence is the Internet.

IVX-INTERNET

The internet is an international computer Network made up of thousands of networks linked together. All these computers communicate with one another; they share data, resources, transfer information, etc. To do it they need to use the same language or **protocol**: **TCP/ IP (Transmission Control Protocol/ Internet Protocol)** and every computer is given an address or **IP number**. This number is a way to identify the computer on the internet. The **modem (modulator-demodulator)** converts the digital signals stored in the computer into analogue signals that can be transmitted over telephone lines. The Internet consists of many systems that offer different facilities to users. **WWW (World Wide Web)**, a collection of files or pages containing links to other documents on the Net. It's by far the most popular system. Most Internet services are now integrated on the Web. The World Wide Web is a network of documents that works in a **hypertext** environment, i.e. using text that contains links, **hyperlinks** to other documents. The files, **web pages**, are stored in computers, which act as **servers**, your computer, the **client**, uses a **web browser**, a special program to access and download them. The web pages are organized in **websites**, groups of pages located on the Web, maintained by a **webmaster**, the manager of a website. To surf or navigate the web, access and retrieve web pages or websites, you need a computer with an Internet connection and a web browser. After you have launched it, you must type the website address or **URL (Uniform Resource Locator)**. Others facilities offered by the Internet include **Email or electronic mail** for the exchange of messages and attached files. **Spam/junk email** is the name given to unwanted messages, mainly commercial advertising. **Video conference**, a system that allows the transmission of video and audio signals in real time so the participants can exchange data, talk and see one another on the screen. **File Transfer Protocol (FTP)** used to transfer files between computers. **TELNET**, a program that enables a computer to function as a terminal working from a remote computer and so use online databases or library catalogues.

XV-INTERNET SECURITY

1-Internet crimes

Crackers/ black hat hackers: computer criminals who use technology to perform a variety of crimes: virus propagation, fraud, intellectual property theft, etc. Internet-based crimes include scam, phishing, cyberstalking, piracy. A **Scam** is an email fraud to obtain money or valuables. **Phishing** refers to bank fraud to get banking information such as passwords of internet bank accounts or credit card details. **Cyberstalking** is an online harassment or abuse, mainly in chat rooms or newsgroups. **Piracy** is the illegal copying and distribution of copyrighted software, information, music and video files.

2-Malware: viruses, worms, trojans and spyware

A **Malware (malicious Software)** is a software created to damage or alter the computer data or its operations. These are the main types. **Viruses** are programs that spread by attaching themselves to executable files or documents. When the infected program is run, the virus propagates to other files or programs on the computer. **Worms** are self-copying programs that have the capacity to move from one computer to another without human help, by exploiting security flaws in computer networks. **Trojan horses** are malicious programs disguised as innocent-looking files or embedded within legitimate software. A **Spyware** is a software designed to collect info from computers for commercial or criminal purposes. It usually comes hidden in fake freeware or shareware applications downloadable from the internet.

3-Some Preventive tips

- Don't open email attachments from unknown people
- Run and update **antivirus programs**. E.g.: virus **scanners**
- Install a **firewall** (program designed to prevent spyware from gaining access to the internal network)
- Make backup copies of your files regularly
- Don't accept files from high-risk sources
- Use a **digital certificate** (an electronic way of proving your identity, when you are doing business on the internet). Avoid giving credit card numbers.
- Don't believe everything you read on the Net. Have a suspicious attitude toward its contents

XVI-COMMON ACRONYMS IN COMPUTER SCIENCE

ADSL: Asymmetric Digital Subscriber Line

GPS: Global Positioning System

HTTP: HyperText Transfer Protocol

HTTPS: HyperText Transfer Protocol Secure

VPN: Virtual Private Network

QR Code: Quick Response

ISO/OSI: International Standards Organization/ Open System Interconnection

CLI: Command Line Interface

UDP: User Datagram Protocol

MAC: Media Access Control

SQL: Structured Query Language

DBMS: Database Management System

SDK: Software Development Kit

BIOS: Basic Input/ Output System

CAD: Computer-Aided Design

USB: Universal Serial Bus

XML : eXtensible Markup Language

WYSIWYG: What You See Is What You Get

PART 2: GLOSSARY OF TERMS RELATED TO AI

I-General AI concepts

AI: Artificial Intelligence: computer systems that can perform tasks without human assistance

Artificial Intelligence: intelligence artificielle

Algorithm: algorithme

Machine Learning (ML): apprentissage automatique

Deep learning: apprentissage profond

Neural network : réseau neuronal

Supervised Learning : apprentissage supervisé

Unsupervised Learning : apprentissage non-supervisé

Reinforcement Learning : apprentissage par renforcement

Data mining : exploration de données

Natural language processing (NLP) : traitement automatique du langage Naturel (TALN)

II-AI MODELS AND TECHNIQUES

Decision tree : arbre de décision

Random forest : forêt aléatoire

Support vector machine (SVM) : Machine à vecteurs de support

Regression : régression

Classification : classification

Clustering : regroupement

Gradient descent : descente de gradient

Optimization : optimisation

Backpropagation : rétropropagation

Generative Model : modèle génératif

III-DATA AND DATASETS

Dataset : ensemble de données

Big data : données massives

Data preprocessing : prétraitement des données

Data labeling : étiquetage des données

Training data : données d'entraînement

Test data : données de test

Validation data : données de validation

Feature extraction : extraction de caractéristiques

Data augmentation : augmentation de données

Data normalization : normalisation des données

IV-AI APPLICATIONS

Computer vision : vision par ordinateur

Speech recognition : reconnaissance vocale

Chatbot : agent conversationnel

Autonomous vehicle : véhicule autonome

Predictive analytics : analyse prédictive

Recommendation system : système de recommandation

Facial recognition : reconnaissance faciale

Robotics : robotique

Sentiment analysis : analyse des sentiments

AI Ethics : éthique de l'IA

V-TOOLS AND FRAMEWORKS

TensorFlow: TensorFlow

PyTorch: PyTorch

Scikit-learn: Scikit-learn

Keras: Keras

OpenAI: OpenAI

GPT (Generative Pre-trained Transformer): GPT (Transformateur Pré-entraîné Génératif)

API(Application Programming Interface) : API (Interface de Programmation Applicative)

Cloud AI : IA en nuage

Edge AI : IA en périphérie

Model deployment : déploiement de Modèle

PART 3: SKILLS

READING COMPREHENSION

- Madhusudhan, H. S. & Manasa, C. (2024). Computing through the ages: from early devices to modern AI, Digital Education: Advances in computer Science and Information Technology . *Bhumi Publishing*. India, (ISBN: 978-93-95847-84-1). p.9-16.
- Mohamed, K.; Abdullatif, J. & Dunia, M., S. (2024). Artificial Intelligence in Computer Science , *International Journal of Electrical Engineering and Sustainability (IJEES)*, vol 2(2). p.1-21.

Text: Professor Hawking's view on Artificial Intelligence

LISTENING COMPREHENSION: New device can smell bombs and diseases

ORAL PRESENTATION

WRITING

I) **Cover letter/ Covering letter**

From the broadest sense, cover letters serve two purposes:

Express your **interest** in the organization and position to which you are applying. Expand upon your **skills and experiences** highlighted on your resumé. A CL accompanies a résumé. With that said, there can often be **nuances** in how to approach constructing a cover letter for various industries. In addition, questions are often raised about which **types of experiences** to include in a cover letter. While some may choose to highlight **work experience**, others will focus on their **personal projects**, or previous **research, academic**, or **extracurricular experiences**.

Crafting an Effective Cover Letter

Paragraph 1: Introduce Yourself

- **Identify the position** you are applying for, and how and where you heard about it.
- Explain why you are **interested** in applying for this role.
- You may want to include your year (e.g. junior), college, and major.
- Be sure to include something **specific** about the company (it's important to tailor your letter; **don't use generic language** that could apply to any company in that industry).

- **Answer the questions:** Why is this position right for me? Why do I want to work for this specific organization?

Paragraphs 2: Outline your experience

- Indicate that you *understand the position requirements* and illustrate that you possess the skills required to add value in the role.
- Outline *your current job and responsibilities*. Make it relevant to the post you are applying for. (if you already have experience in it)

Paragraph 3: Sell yourself

- Say why you want the job and *what you can bring* to the company. It is important to say *what you can do* for them.
- *Highlight character traits* and/or specific experiences that prove you are a good fit for the organization and the role.

NB:

- Do not simply repeat what is on your résumé.
- Do elaborate on skills and stories – be specific!!
- Look at the *required skills* section of the job posting for ideas of what to highlight.

Answer the question: Why am I right for this position?

Paragraph 4: Closing

- Keep this paragraph *short and sweet*.
- Summarize your qualifications for the position and *reiterate why* you are a good fit.
- Give other relevant information and when you are available for interview
- Provide *contact information* (cellphone and email).
- Say *thank you!*

Answer the questions: Does the recruiter know how to contact me, and the type of position I am seeking?

A Few Tips & Tricks

- If you don't have the name of a contact, address the letter to "**Dear Hiring Manager,**" or "**Dear Human Resources Director.**" Don't address the letter to "To whom it may concern," or "Dear Sir/Madam"
- Limit the letter to 3-4 paragraphs, and **1 page**.
- Expand on your resume; do not repeat it verbatim.

- Do not copy exact words/phrases from sample cover letters.
- Confirm that you've included the correct company name and contact information.
- Be enthusiastic. **Show off** your personality!
- Do not use contracted forms

Look at the examples below to better understand how to apply this outline.

<p>Mr. Youssouf Bationo Project Manager UNFPA Ouagadougou, Burkina Faso</p>	<p>Sogpelcé, secteur 3 Koudougou Tel: 0456310987 20 January 2023</p>
<p>Dear Mr Bationo/ dear hiring Manager</p>	
<p>I am writing to apply for the post of advertised in the of 17 January.</p>	
<p>As you will see from my enclosed CV I am currently in a In addition to my, I am responsible for and I also deal with</p>	
<p>I am committed to pursuing a career in And am currently studying for further professional qualifications by distance learning. I am particularly interested in your post as it would enable me to gain experience of working in a larger company with the opportunities for professional training and development that this brings. In addition to my skills and experience as, I would bring to the post a proven ability to deal successfully and tactfully with</p>	
<p>I am available for interview for the next three weeks.</p>	
<p>I look forward to hearing from you.</p>	
<p>Yours sincerely Biba Gansonré</p>	

Some useful expressions when writing a CL

- Since graduation from.... , I have
- I have considerable/extensive experience in (the field of...)
- I consider/ feel that my qualifications and work experience could/might be of interest to the company.
- If called for (an) interview, I would be available at any time convenient for you.
- Please find attached a copy of my CV/ résumé for your consideration.
- I look forward to hearing from you in due course.

II) Curriculum Vitae/ Résumé

A well-written, well produced, appropriate CV (British English) or résumé (American English) is vital for getting you to the interview stage for a job. Use the examples and advice here to help you.

Tips

- **Adapt** your résumé so that it is appropriate for the job you are applying for.
- Keep your Résumé short – no more than 2 pages if possible
- Present yourself *positively* and *accurately*
- Make your résumé attractive and easy to read: use capitals, bold type, spacing and underlining
- Choose a typeface such as *Times New Roman*, *Arial*, etc. Use at least 10 pt
- Use **bold** to highlight key information
- Use US spelling and punctuation.
- Use positive adjectives to describe yourself. E.g.: *active, efficient, dynamic, qualified, proficient*
- Be frank

The format of a résumé is structured as follow:

1)Address:

provide college address or temporary address if you have one.

2)Objective:

to summarize your goals and customize your résumé for specific positions. State a realistic short-term goal and/ or a job for which you are currently qualified.

3) Education:

Put the most recent first. **Omit primary school**, give American equivalents of your qualifications

4) Experience:

Write about your experience at work, write more about **your most recent experience** at work.

5) Honor:

Add prizes and awards that you received in previous jobs.

6) Skills & interests:

Skills include your practical abilities such as computer mastery or literacy, language level (A1, B1, C1), language(s) spoken. As for interest, focus on your leisures, passions, such as sport, web design, etc.

NB: there is no standard format for a résumé or CV, you might find other templates and models.

Here is an example

Franck Dipama	
Franckipam05@gmail. Com	
ADDRESS	Contact: 05000176
OBJECTIVE	To obtain a position as a data scientist in an international organization
EDUCATION	Baccalauréat, série D (equivalent of A level in) , 2020-2021 Lycée Provincial of Koudougou, Burkina Faso. Licence 3 in Computer Science , 2023 -2024 Burkina Institute of Technology, Koudougou, Burkina Faso
EXPERIENCE	internship at , Koudougou 2023 – present Four weeks experience at
HONORS	Best student award at BIT, February 2022 Miss Universities, June 2023
SKILLS & INTEREST	Fluent in French and English Fluent in local languages such as Mooré, Fulfuldé