

English for Software Engineering:

Level 4

Workbook

Topic 1: Job Advertisements

Talking about Jobs – Conversation

Talk with a partner about jobs. Example questions are in the box below.

Do you have a job now? What?

Have you had a job in the past? What?

Did/do you enjoy it? Why?

What job did you want when you were a child? Why? Do you still want it? Why?

In your family, who has jobs? What are they?

What do you think about...

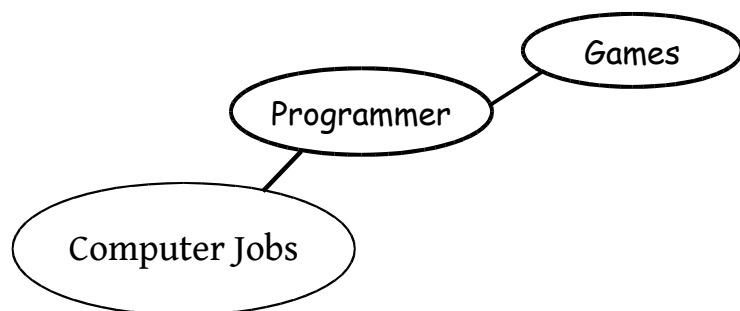
... creative jobs? office jobs? service jobs? management jobs? government jobs?

What is the best job? Why?

What is the worst job? Why?

Computer Jobs – Brainstorming

How many computer jobs can you think of? Write them on the mind-map below.



Jobs Skills – Vocabulary

Match the job skills needed with the given job titles. You should list more than one skill for each title. Each skill may be listed for more than one title.

Programming	Graphic Arts	Debugging	Testing	Leadership
Systems Engineering	HTML5 Development	Configuration Management		
Mobile Applications	Database	Presentation	3D Graphics	

App Developer

MySQL Tester

Lead Animator

FX Software Developer

Web Programmer

Software Architect

Job Advertisements – Reading for Gist

Read the following job advertisements and match them to the given job titles.

GUI Software Engineer	Test Engineer	Network Administrator
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1)

1 Pioneer System Inc. seeks self-starter to manage networks at the New York branch of a major brokerage.

Qualifications:

5 5+ years of network administration, Cisco CCNP Security certification, Experience with server life-cycle management, RedHat Linux, excellent communication skills

Benefits:

Minimum salary \$96,000, Studio apartment provided. Pioneer Systems will cover costs of a CCIE Security certification, 1 week paid vacation plus holidays.

2)

1 Creative Solutions Industries is looking for a senior engineer to lead a small test group at the London office. Applicants should have experience with Java, Android, and embedded systems.

Generous benefits include salary of £32,000 plus 5 weeks annual paid vacation.

5 **Minimum Qualifications:**

- BS in Computer Science plus 2 years work experience

Preferred Qualifications:

- MS in Computer Science
- Experience testing in an embedded environment

3)

1 Would you like to work on products used in millions of households every day? NextGen Entertainment Ltd is now hiring developers to work on the up-coming release of TV Bandit 2.0. Salaries start at \$53,000.

Responsibilities:

- 5 - Design, code, and participate in testing of GUI for TV Bandit 2.0.

Requirements:

- Bachelor's Degree in a related field
- Some experience with QT and Linux programming

NextGen Entertainment is an Equal Opportunity Employer located in San Francisco,

10 California, USA.

Topic 2: E-mails and Messages

E-mails and Messages – Brainstorming

What do e-mailing and messaging have in common? What are their differences?

Similarities:

Differences:

When do people send e-mails? When do people send messages?

E-mail:

Messages:

Sending E-mails – Opinions

Talk with a partner about e-mail. Example questions are in the box below.

How often do you send e-mail?
What was the last e-mail you sent about?
What are some advantages of e-mail? Why?
What are some disadvantages of e-mail? Why?
What do you think is better, e-mail or messaging? Why?
Have you ever sent a hand-written letter? When? To Whom?
Have you ever received a hand-written letter? When? From Whom?
What do you think is better, e-mail or letters? Why?

E-mail Format – Vocabulary

Label the parts of the e-mail with the correct vocabulary words.

salutation	body	closing	signature
sender	recipient	carbon copy	blind carbon copy
emoticon	“at” symbol	address field	subject

To: fake_email@yahoo.com

From: someone_else@gmail.com

CC: _____

BCC: _____

Dinner this weekend?

Hi, how's it going?

I was talking with Carol, and I realized I hadn't seen you in forever. :-)(We should get together for dinner sometime. How about this weekend? I want to hear all about your trip to Florida.

Hope to see you soon,

- James

Sending E-mails – Guidelines

Complete the sentences about e-mailing with “should” or “shouldn't”.

- 1) You _____ start your e-mail with a salutation.
- 2) In a formal e-mail, you _____ include emoticons.
- 3) For formal e-mails, you _____ use a serious e-mail address.
- 4) You _____ sign your name at the end of an e-mail.
- 5) You _____ spell check your e-mails.
- 6) You _____ use a meaningful subject line.
- 7) In a formal e-mail, you _____ use abbreviations.
- 8) You _____ write things you don't want anyone else to know.
- 9) You _____ double-check the recipient address.
- 10) You _____ use all capital letters.

Sending E-mails – Register

For each of the salutations below, write if it is formal, neutral, or informal.

- 1) What's up? _____
- 2) To Whom It May Concern, _____
- 3) Hello. _____
- 4) Good morning. _____
- 5) Dear Mr. Harris, _____
- 6) Hi. _____

For each of the closings below, write if it is formal, neutral, or informal.

- 1) Bye. _____
- 2) Best Regards, _____
- 3) Sincerely, _____
- 4) See you next week. _____
- 5) Love, _____
- 6) Have a good day. _____

Sending E-mails – Critique

Read the following e-mails. What do you think is wrong with each e-mail?

- 1) Meeting

<p>HELLO, NEXT WEEK'S MEETING WILL BE ON TUESDAY, NOT WEDNESDAY. I HOPE TO SEE YOU ALL THERE.</p> <p>JOEY</p>

- 2) World Cup Party!

<p>To Whom It May Concern,</p> <p>You are cordially invited to attend a viewing of the World Cup Finals on the 13th of July in the year two-thousand fourteen at the home of Carl. Food will be provided, but donations for refreshments are appreciated.</p> <p>Sincerely, Carl</p>

3) Thursday Lunch

hello,
just wanted to let you know that I can't make lunch. my boss wants me to visit a customer thursday morning.
sorry.

4) Linda is Terrible

Ugh, I can't believe what Linda said yesterday. She is such an idiot. I hope she is fired.
Jake

URGENT: PLEASE READ FIRST!

Linda, please don't read the e-mail I just sent. I should have sent it to John.
Jake

5) Job Interview

Hey.
It was totally awesome hanging with you. :-) I hope you can give me the job, bro.
Later.

E-mails and Messages – Emoticons

When writing, emotions may be misinterpreted. **Emoticons** (also called **emojis**) tell the reader how the writer feels. There are different “Eastern” and “Western” emoticons. Match the emoticons with the same meaning then write the meaning. The final 5 emoticons don't have matches

^ _ -	^v^	^ _ ^	- _ -
^ _ ^;	o _ o	TT-TT	

: -) _____	: - (_____
: - D _____	: - S _____
: - _____	; -) _____
: - O _____	: - / _____
> : - (_____	< 3 _____
: - P _____	< / 3 _____

E-mails – Reading for Gist

Skim the following e-mails. For each one, write a subject and “formal”, “informal”, or “neutral”.

- 1) Subject: _____ Register: _____

I To the Hiring Manager,

Hello. I'm writing in response to job advertisement 14375 you posted on May 16th for a Software Engineer II in San Jose.

I am currently employed at Global Dynamics Systems in the Business Systems group, but

5 I am looking for a new challenge. Your company sounds like a good fit. I am attaching a cover letter and resume. I hope you will consider me for the position.

Sincerely, Mark Jacobson

- 2) Subject: _____ Register: _____

I What's up?

How you been doing? This week at work I've been totally swamped. :-(I can't wait for the holiday!!! Any plans for the long weekend? The gang and I are thinking of going out to the lake. I figure we'll bring some food and have a barbecue. Jerry says he'll come and he

5 should be bringing his boat. :-)

Hope you can come too, Sara

- 3) Subject: _____ Register: _____

I Cristy,

I'm sorry to tell you this way, but I think we need to see other people. It's not you, it's me.

I've been having such a fantastic time here in Houston, that I don't think I will move back to Florida when my contract is finished. I was planning to tell you when I came to visit in

5 March, but I decided to let you know now, so you can start looking for someone else.

I hope we can stay friends, Trevor

4) Subject: _____ Register: _____

1 Hello, how are you doing?

Cheryl and I just got back from a trip to see our son at college. He's doing great and is very excited about the new school year. How are your children? Is Nate still volunteering at the Red Cross?

5 Anyway, the reason I'm writing is because I'm applying for a job at Infotainment Systems. Since you work in the engineering group, I was hoping you could write a recommendation letter for me.

Thank you, Matt

Formal E-mails – Writing

These days, formal e-mails are mostly used in business contexts. Write a formal e-mail responding to your dream job posting from *Topic 1: Dream Job – Writing an Ad*. Be sure to include all of the components of a formal e-mail, as well as at least one sentence summarizing why they should hire you.

To: hr_manager@dream_job.com

From:

CC:

BCC:

Making Requests – First Draft

You worked very hard on a recent project, but were given a 'B+'. Write an e-mail to your professor asking to increase your grade to an 'A'.

Polite Requests – Introduction

Different languages have different ways of making a request more polite. Sometimes forms that are polite in one language are rude in another. Here are some ways you can make your English more polite. You can use them when writing and when speaking.

Please Last:

Close the window, please.

Modal Verbs (can, will):

Can you close the window?

Will you close the window?

Minimizers:

Can you do me a small favor and close the window?

Can you help me a bit and close the window?

Distancing:

I was wondering if you could close the window?

Uncertainty:

Do you have time to close the window?

Is it possible to close the window?

You can make a request even more polite by combining two or more of the forms above.

Combination:

I was wondering if you could close the window, please?

In English, the following are either **not polite** or are **commands, not requests**.

Please First:

Please close the window.

Negation:

Couldn't you close the window?

Emotion:

The window is open. :-(

Could you close the window???

Maybe you could close the window...

I want:

I want you to close the window.

I would like the window closed.

Waiting:

I'll wait for you to close the window.

I'll be waiting for your reply.

Polite Requests – Practice

Complete the sentences to make the requests polite.

- 1) Close the window: could

Could you close the window?

- 2) Turn off the TV: please

- 3) Clean the room: would

- 4) Give me money: a little

- 5) Can you tell me when class starts?: I was wondering

- 6) Change seats: Is it possible

Now write your own sentences.

- 1) Give me a raise.

- 2) Send me my test score.

Making Requests – Free Practice

Rewrite your e-mail from *Making Requests – First Draft* above.

Topic 3: Cover Letters

Cover Letters – Brainstorming

A **cover letter** is a letter you send to an employer when you want to apply for a job. It tells the employer about your background and motivations. What information should be on a cover letter?

Name	
School	

Cover Letters – Content

Read the following statements from a cover letter for a software engineering job at Microsoft. Write a 'G' next to the statements that are good and 'B' next to the statements that are bad.

- 1) _____ I am a hard worker.
- 2) _____ I was best in my class in kindergarten.
- 3) _____ I am a video game champion.
- 4) _____ My hobby is programming.
- 5) _____ I have used every Windows operating system since Windows 3.1.
- 6) _____ I enjoy drinking.
- 7) _____ I am 6'2" and very handsome.
- 8) _____ I am looking for a new challenge.
- 9) _____ This job is a great start to my career.
- 10) _____ My current job is terrible. I think Microsoft will be much better.

Cover Letters – Structure

Below are the lines for a cover letter. Number the sentences then write the letter in the correct order.

- _____ I can offer your company extensive experience in digital-display control systems.
- _____ Thank you for your time,
- _____ Dear Sir or Madam,
- _____ In closing, I hope that you will consider me for the opening of Senior Test Engineer.
- _____ After five successful years working for a small, digital-display company, I would like to join a major company.
- _____ Additionally, I started my employment in the test group, where I was quickly given a leadership position after writing many successful test plans.
- _____ Bob Smith

Cover Letters – Reading for Gist

Below are three different cover letters written by the same person. Read the cover letters and the job advertisements. Match the cover letters to the jobs they are applying for. State why you think they match.

Cover Letters:

1) _____

1 To the Hiring Manager,

For the past six years, I have been working as the lead developer in the Java Services group at Smart Solutions Tech. While I have enjoyed my time here, I am looking for a new challenge. I am particularly excited about the idea of working at a start-up

5 company. I believe the rules of large companies stifle innovation, and I look forward to the freedom to be creative.

My time in the Java Services group included work on cloud systems, and I am currently working on an IBM Certified Solutions Architect certification.

10 Thank you for your consideration,

2)

1 To Whom It May Concern,

For the past six years, I have been working as the lead developer in the Java Services group at Smart Solutions Tech. While I have enjoyed my time here, I am looking for a new challenge.

5 As the lead developer, I was given a chance to participate in the bidding process and meet with customers on several database projects. Those projects were very successful, and I would like to move to a position where I work closely with customers on a regular basis.

Please kindly consider my application,

3)

1 Dear Human Resources Manager,

For the past six years, I have been working as the lead developer in the Java Services group at Smart Solutions Tech. While I have enjoyed my time here, I am looking for a new challenge. I am particularly excited about the opportunity to move into a

5 management position.

In my current position, I was lead developer on several highly successful projects.

Our projects were completed on time and under budget. I thrive in a position of responsibility and do whatever it takes to help the team achieve success. This includes working unusual hours, such as nights, weekends, and overtime, when

10 required.

Additionally, several of the projects I worked on were for financial services companies.

Sincerely,

Job Advertisements:**IT Manager**

- 1 Capital Financial Services, Inc. is now hiring IT Project Managers for a new branch in Chicago. CFS is a serious company and applicants should have a strong work ethic. Night and weekend work may be required.

Qualifications:

- 5
- Experience in a lead position
 - Extensive knowledge of IT systems configuration
 - Familiarity with financial services sector a plus

Cloud Systems Engineer

- 1 Want to work at a fast-paced start-up company? Cloud Software Systems is now hiring software developers with cloud computing experience.

Requirements:

- 5
- Flexible attitude
 - At least 3 years working with cloud computing systems
 - IBM Certified Solution Architect preferred

Senior Java Engineer

- 1 Java Solutions Inc. is looking for experienced programmers to join our Custom Services team. Candidates should have experience in working with customers and writing bids.

Required Experience:

- 5
- 5+ years developing Java applications
 - SQL and JDBC

Desired Experience:

- Previous work in customer requirements analysis

Personal Skills – Vocabulary

Match the words to their definitions.

- | | |
|-----------------------|--|
| 1) _____ Focus | A. Always doing what you say you will do. |
| 2) _____ Empathy | B. Doing the “right” thing. |
| 3) _____ Logic | C. Working on one task without being distracted. |
| 4) _____ Self-Control | D. Not doing stupid things. |
| 5) _____ Perseverance | E. Not doing things that are bad, even when you want to. |
| 6) _____ Initiative | F. Trying until you succeed. |
| 7) _____ Reliability | G. Starting work without being told what to do. |
| 8) _____ Charisma | H. Using facts to make decisions. |
| 9) _____ Wisdom | I. When other people like you. |
| 10) _____ Integrity | J. Understanding someone else's feelings. |

Match the personality words from the **next page** to the examples below.

- 1) _____ Although he didn't score the first time, David kept trying.
- 2) _____ Jake always completes his homework assignments on time.
- 3) _____ Sara knew that her friend was sad.
- 4) _____ Gary didn't go to dinner with his friends because he had to study.
- 5) _____ Martha fixed the bug in the code before her boss told her to.
- 6) _____ Mark never cheats or steals.
- 7) _____ Samantha and Danny worked together on the project.
- 8) _____ Jessica isn't beautiful, but everyone likes her.
- 9) _____ Mary never texts or daydreams during class.
- 10) _____ Gabe liked his home team, even though they lost many games.

Personal Skills – Self-Assessment

Rate yourself on the following personal skills and attributes. 1 is “very bad”, 3 is “okay”, 5 is “very good”.

Leadership	_____	Reliability	_____
Focus	_____	Self-Control	_____
Honesty	_____	Perseverance	_____
Communication	_____	Initiative	_____
Organization	_____	Loyalty	_____
Time Management	_____	Charisma	_____
Creativity	_____	Wisdom	_____
Empathy	_____	Integrity	_____
Logic	_____	Teamwork	_____

Personal Skills – Conversation

Talk with a partner about your skills. Example questions are in the box below.

What are your strengths? Why do you think so?
What are your weaknesses? Why do you think so?
What are you best at? Could you give an example?
What are you worst at? Why do you think so? How could you improve?
What other skills would you like to improve?
What skill is the most important for work? Life? Why?
What skill is the least important for work? Life? Why?

Work and Study Prepositions – Introduction

Prepositions can be difficult to predict. Soon you will be writing and talking about your experience and education. Before you start, let's review some of the prepositions most commonly used with “to work” and “to study”.

at (organization):

I work at _____

I study at _____

for (organization/person):

I work for _____

as (job):

I work as _____

on (project):

I work on _____

in (place):

I work in _____

I study in _____

in (section):

I work in _____

I study in _____

in (field):

I work in _____

I major in _____

I study _____

from (school):

I graduated from _____

Work and Study Prepositions – Practice

Complete the sentences with the correct prepositions.

- 1) I studied computer science _____ the University of Pennsylvania.
- 2) I majored _____ software engineering.
- 3) I work _____ Google.
- 4) I work _____ Toronto.
- 5) I graduated _____ Oxford University.
- 6) I work _____ Mr. Jones.
- 7) I work _____ computer science.
- 8) I studied _____ the Computer Engineering department.
- 9) I work _____ a systems administrator.
- 10) I work _____ a game to teach English.

Now complete the sentences with your own information.

I study _____ at _____
in _____.

After I graduate from _____, I want to work
as _____ at _____ in _____.

Cover Letters – Writing a Summary

Your cover letter should have a one sentence summary of your career near the beginning. Practice writing summaries using the given career information. You will need to use the prepositions from the *Work and Study Prepositions – Introduction*.

- 1) 3 years: Database Administrator, an SQL database

- 2) McDonald's, Part-time job

- 3) 4th year college student, Computer Graphics laboratory

- 4) 2 years: Internet Services Manager, 9 years: Customer Support Representative

Now write a summary sentence for your own cover letter:

Cover Letters – Key Statements

Before you try write a letter, you should organize your thoughts. Write the meaning of each of the cover letter components listed below and then a sentence or two with your information.

Motivation	-	<hr/>
	1)	<hr/>
	2)	<hr/>
Education	-	<hr/>
	1)	<hr/>
	2)	<hr/>
Hobbies/Interests	-	<hr/>
	1)	<hr/>
	2)	<hr/>
Personality	-	<hr/>
	1)	<hr/>
	2)	<hr/>
Accomplishments	-	<hr/>
	1)	<hr/>
	2)	<hr/>
Career	-	<hr/>
	1)	<hr/>
	2)	<hr/>

Improving Your Composition – Discourse Markers

Using **discourse markers** will help improve your writing. Some of these extend a thought (like 'and'), others provide contrast (like 'but'). Write either 'extend' or 'contrast' in the blanks next to the words.

- | | | | |
|----------------------|-------|----------------|-------|
| 1) additionally | _____ | 5) although | _____ |
| 2) however | _____ | 6) furthermore | _____ |
| 3) moreover | _____ | 7) in contrast | _____ |
| 4) on the other hand | _____ | 8) in addition | _____ |

Discourse Markers – Although vs However

Use either **although** or **however** to complete the following sentences.

- 1) _____ I worked at Google for six years, I don't like computers.
- 2) It's an expensive computer. _____ it is very fast.
- 3) _____ I studied Spanish in high school, I can't speak it.
- 4) I haven't been to the movies in a while. _____ I need to do my homework.
- 5) C++ doesn't have automatic garbage collection. _____ Java has garbage collection.

Guidelines for when to use each one:

Although:

However:

Discourse Markers – In Contrast vs On the Other Hand

Use either **in contrast** or **on the other hand** to complete the following sentences.

- 1) The blue computer is cheap. _____ the red one is very fast.
- 2) Rich people have large mansions. _____ poor people usually have small houses or no house.
- 3) I'm good at C programming. _____ I don't like it.
- 4) Programmers usually make a lot of money. _____ teachers often do not.
- 5) C++ doesn't have automatic garbage collection. _____ Java has garbage collection.

Guidelines for when to use each one:

In contrast:

On the other hand:

Cover Letter – First Draft

Copy your summary from *Cover Letters – Writing a Summary* and the sentences you wrote in *Cover Letters – Key Statements* to create the first draft of your own cover letter. Connect the sentences using conjunctions and transition words.

[illegible]

Topic 4: Resumes

Resumes – Brainstorming

What information should be on a resume?

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Resumes – Vocabulary

Match the information to the resume section it belongs in.

Education	References	Activities
Awards	Work Experience	Skills
Coursework	Contact Information	Summary

- 1) Dean's Award for Excellence, 2014
- 2) Dedicated software engineer with 3 years experience.
- 3) 254 Maple St., Smithville, Florida, USA
- 4) C++, Java, Perforce, Visio
- 5) B.S. Computer Engineering, University of California
- 6) Prof. John Smith, professor@myschool.edu
- 7) Programmer II, Samsung Electronics, 2015-2017
- 8) Taekwondo Club, 2011-2013
- 9) Introduction to Data Structures

Resumes – Summaries

Read the resumes and choose a summary for each one.

Computer Science graduate with experience and awards in 3D programming.

Development Manager with extensive experience in consumer electronics.

Firmware programmer with experience in medical devices.

1)

David Allen 115 Cross Street Arlington, PA, 52567, USA david.allen@fakemail.com	
Work Experience	
2013 – Present	Micro Electronics , Glanton, PA Software Engineer I Program hardware/software interface code for medical electronics. Lead team designing interface for next-generation wireless heart monitor.
Education	
2013 B.S., Software Engineering , Pennsylvania State University, GPA: 3.62/4.00	
Awards	
2015 Outstanding Achievement for Heart Monitor Proposal	

2)

Sara Norton 832 Meadow Dr. Springtown, IA, 14385, USA sara.g.norton@fakemail.com	
Skills	
Programming Languages: C, C++, Java, Perl, Python 3D Graphics: OpenGL, DirectX GUI Development: Qt, wxWidgets, Tcl/Tk Operating Systems: Android, MS Windows, Linux (RedHat, Ubuntu)	
Education	
Bachelor of Science: Computer Science , expected June 2017 University of Iowa GPA: 3.85/4.00	
Awards	
Jackson Medal for Student Leadership	2016
2 nd Place Team – Computer Science Graphics Expo	2015

3)

Alex Jacobson 912 Center St. Creton, GA, 23642, USA aj.jones14@fakemail.com	
Experience	
2010 – Present	Samsung Electronics America – Consumer Business Division LED Development Manager - Manage group developing LED TV products
2003 – 2010	Hitachi America, Ltd. Senior Optical Engineer II - Managed LCD projector test group - Designed and updated LCD projector test programs
1998 – 2003	Apple Inc. Display Engineer I - Implemented test routines for display components
Education	
1998 M.S., Computer Engineering , Georgia Institute of Technology, Atlanta	
1996 B.S., Computer Science , University of California, San Diego	
Awards	
2016 Exceptional Innovator – LED Expo	
2014 Outstanding Cost Cutter – Q1	
2013 Management Quality Award – Display Systems	
2010 Zero-Defects Superior Testing Award	
2005 Management Mentoring Program Participant	

Resumes – Reading for Detail

Read the job descriptions and choose a person to hire for the job. Decide who you would hire and why. Use the resumes from the previous section.

1)

Entry-Level Display Engineer

FutureTech Displays Inc. seeks highly motivated programmers who have some familiarity with 3D graphics. Entry-level positions are available in Boise, Idaho, with starting salaries at \$52,000.

Responsibilities include writing, testing, and debugging code, participating in design meetings, and customer education. Training opportunities are available.

2)

Senior Firmware Engineer

MedSolutions, Ltd. is now hiring experienced programmers for their wireless interface team. A leading manufacturer of medical devices, MedSolutions is located in Boston, Massachusetts.

Our company offers competitive salaries and generous benefits, including relocation.

Read the resumes and write a summary for each one.

Chad Wilson
115 Knight Drive
Arlington, TX, 52567, USA
chad.wilson@fakemail.com

Work Experience

2011 – Now **Defiant Games**, Grapevine, TX
Senior Game Engineer
Write code for advanced 3D computer graphics effects.
Lead team developing next-generation 4D game technology.

2000 – 2011 **RainySunday**, Pittsburgh, PA
Game Programmer
Implemented, updated, and maintained game equipment code.
Helped senior engineers implement game AI.

Education

2000 **B.S., Computer Science**, Pennsylvania State University, GPA: 3.62/4.00

Awards

2017 Game Developer of the Year

2)

Alice Henderson
258 Sunny Trail Dr., Apt. 54
Atlanta, GA, 21845, USA
alice.henderson@notanaddress.com

Experience

Stalwart Systems – Database Architect	2014 - Present
Design DB systems for medical information applications.	
DataCheck – Database Programmer	2011 - 2014
Wrote front-end database code using SQL.	

Education

2011 M.S., Computer Science , Georgia Institute of Technology, GPA: 3.85/4.00
2009 B.S., Mathematics , Georgia Institute of Technology, GPA: 3.72/4.00

Certifications

2015 Oracle Certified Professional, MySQL 5.6 Developer
2013 Oracle Database SQL Expert

Technical Skills – Self-Assessment

Rate yourself on the following skills. 1 is “very bad”, 3 is “okay”, 5 is “very good”, 0 is “don't know”. Fill in the empty lines with your own ideas.

Programming	_____	Configuration Management	_____
C++	_____	Web Design	_____
Java	_____	Photo Editing	_____
Android	_____	Graphic Design	_____
iOS	_____	MS Windows	_____
GUI Programming	_____	Linux	_____
Object Oriented Programming	_____	PowerPoint	_____
3D Graphics	_____	Drawing	_____
Image Processing	_____	Writing	_____
Embedded Programming	_____	Presentation	_____
Parallel Programming	_____	English	_____
Database	_____	_____	_____
Debugging	_____	_____	_____
Software Testing	_____	_____	_____
Network Programming	_____	_____	_____

Technical Skills – Conversation

Talk with a partner about your skills. Example questions are in the box below.

What are you the best at? Why do you think so?

Do you enjoy it? Why or why not? What have you done with it?

Are you good at ...? Where/when/why/how did you learn it? Tell me about a time you used it.

What skill is the most important for software engineering? Why?

What skill is the least important for software engineering? Why?

What skill is the most interesting? Why?

What skill is the least interesting? Why?

What skills would you like to learn? Why? Where can you learn it?

Technical Skills – Categories

When you write a resume, you should organize your technical skills by category. Write three skills for each of the categories below. You can write your own skills, or choose skill from the list in *Technical Skills – Self Assessment*.

- 1) Programming Languages _____
- 2) Software Development _____
- 3) Web Development _____
- 4) Operating Systems _____
- 5) Office Tools _____

Resumes – Section Content

Soon you will write a resume for yourself. First, write the kinds of information that should go in each of the resume sections listed below.

Header	_____ _____
Summary	_____ _____ _____
Skills	_____ _____ _____
Education	_____ _____ _____
Coursework	_____ _____ _____
Work Experience	_____ _____ _____ _____
Awards	_____ _____ _____

Resumes – Writing

Write a resume with your own information.

Summary

Skills

Education

Coursework

Work Experience

Awards

Topic 5: Interviews

Job Interviews – Phases

Number the phases of a job interview in the correct order.

- _____ Follow-Up Details
- _____ Thanks
- _____ Greeting/Introductions
- _____ Goodbyes
- _____ Candidate Questions
- _____ Handshake
- _____ Interviewer Questions

Job Interviews – Advice

Write advice for a friend who is going on a job interview.

You should have a firm handshake.

Job Interviews – Good vs Bad Answers

Read the following job ad then for each interview question write 'G' next to good answers and 'B' next to bad answers.

Database Administrator

Pinnacle Intelligence Inc. is now hiring database administrators for our Seattle branch. Candidates should have experience with SQL, JDBC, and server administration.

Generous benefits include annual salary of \$56,000 plus three weeks annual vacation.

Database Administrators will work to install and maintain databases for universities and schools in the Pacific Northwest. Some travel to customer sites will be required.

Why do you want the job?

- 1) _____ It pays a lot of money.
- 2) _____ It's close to my house.
- 3) _____ I like database.
- 4) _____ In university I was the server administrator in my lab and I really enjoyed it.
- 5) _____ My parents want me to be an engineer because it's a good job.

What do you know about database?

- 1) _____ You can use database for many things.
- 2) _____ I don't know anything, but I want to learn.
- 3) _____ I made a database using SQL for my department in college to store information about the students.
- 4) _____ I know a lot about database. I took many database classes.
- 5) _____ I have certificates in JDBC and server administration from Oracle.

Job Interviews – Predicting Questions

What questions do you think an interviewer might ask? Read the following job description then write interview questions for the job.

Senior Software Engineer

National Systems is looking for software engineers to join their back-end development team. Applicants should have experience with Java, PHP, and database programming.

Successful candidates will have at least five years experience in website development and a desire to lead a team in the future.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Job Interviews – Preparing Answers

Pretend you are a candidate qualified for the job. Write good answers for the questions from *Job Interviews – Questions*.

- 1) _____

- 2) _____

- 3) _____

- 4) _____

- 5) _____

Job Interviews – Typical Questions

There are some questions that are asked at almost every interview for almost every job. Below are some typical interview questions that are frequently asked. Think about what the questions mean, then write answers for them as if you were applying for an entry-level software engineering job.

1) Tell me about yourself.

Meaning: _____

Answer: _____

2) Where do you see yourself in five years?

Meaning: _____

Answer: _____

3) What are your strengths and weaknesses?

Meaning: _____

Answer: _____

Job Interviews – Role-play

Practice job interviews. First, make your own company and think of a few interview questions for that company. Next, interview your classmates and decide who to hire. Some students should pretend to be good candidates and some students should pretend to be bad candidates. Make notes about the good and bad answers you hear.

Company Name _____

Description _____

Questions and Answers:

1)

Good:	Bad:

2)

Good:	Bad:

3)

Good:	Bad:

4)

Good:	Bad:

5)

Good:	Bad:

6)

Good:	Bad:

Job Interviews – Improving Answers

Choose the best Good answers for each question from *Job Interviews – Role-play* and improve them.

1) Good Answer: _____

Better Answer: _____

2) Good Answer: _____

Better Answer: _____

3) Good Answer: _____

Better Answer: _____

4) Good Answer: _____

Better Answer: _____

5) Good Answer: _____

Better Answer: _____

6) Good Answer: _____

Better Answer: _____

