

BIO Writing

Slide 1: Title Slide

- Course Title: [Insert Course Title]
- Presenter's Name: [Your Name]
- Date: [Date of Presentation]

Slide 2: Course Overview

- Briefly introduce the course objectives and what participants will learn.
- Include key topics or modules covered in the course.

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Please follow Presentation Instructions:

Slide : Q&A Session

- Allocate time for questions and answers from participants.
- Encourage discussion and clarification on course topics.

Final Slide: Thank You

- Thank the participants for their participation and attention.
- Provide contact information for further inquiries or follow-ups.

Additional Tips:

- Use visuals, graphics, and multimedia elements to enhance engagement.
- Keep text concise and use bullet points for clarity.
- Practice your presentation to ensure smooth delivery and timing.
- To change the pictures, please follow the steps outlined in the following slide.

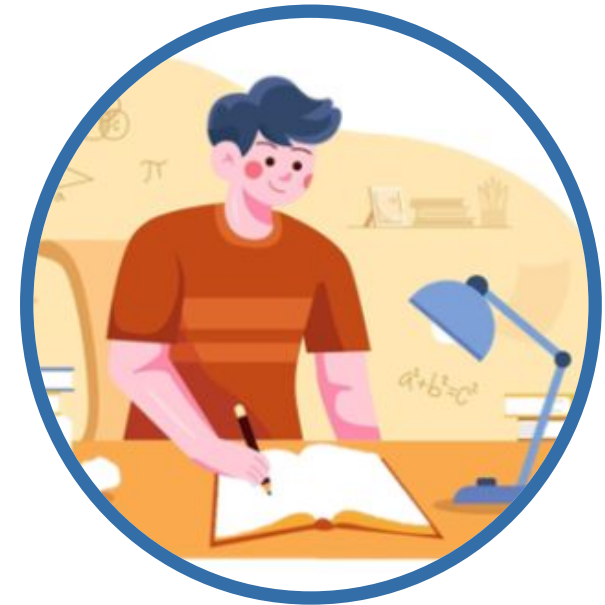
Describe yourself with 3 emojis





m a t e r i a l

The link will be sent by the end
of the session



1 Participation in the session

- By the end of the round, the top 3 participants will get a reward from OTO Courses.
- Your score will be tracked through this sheet. (link)

2 Quizzes

- The score is very important for tracking your evaluation and understanding.
- What are the Quizzes of the upcoming session about?

3 Extracted Sheet

- The admins already take an extracted sheet from Microsoft Teams with the exact timing of attending and leaving the session

4 Survey

Profile Key Elements

Graphics & Design Programming & Tech Digital Marketing Video & Animation Writing & Trans



Karimi F @favouralya11

★ 4.9 (136) | Level 2 ♦♦

Welcome to Expert Profile Here Turning Your Ideas into Reality!

Mai Ali

About me

I am a professional writer with extensive experience. Whenever I write, I ensure that I deliver high-quality and unique work. My time in this industry has honed my custom writing skills and strengthened my work ethic to tackle any writing challenge. These skills have enabled me to serve my clients diligently. I am always meticulous in all the writing services I provide.

Skills

Proofreader Editor Creative writer Biography writer Real Estate expert +12

What are the key elements of a profile?

Skillset

Graphics & Design Programming & Tech Digital Marketing Video & Animation Writing & Translation Music & Audio

Profile Picture



Mai Ali

★ 4.9 (136) | Level 2 ♦♦♦

Welcome to Expert Profile Here Turning Your Ideas into Reality!

📍 Kenya 🗣 English, French

Headline

About me

Bio

I am a professional writer with extensive experience. Whenever I write, I ensure that I deliver high-quality and unique work. My time in this industry has honed my custom writing skills and strengthened my work ethic to tackle any writing challenge. These skills have enabled me to serve my clients diligently. I am always meticulous in all the writing services I provide.

Skills

Proofreader

Editor

Creative writer

Biography writer

Real Estate expert

+12


Skillset

Skillset Selection

Pay attention to the important words clients use in job descriptions

Use common skills to highlight what you are good at.

Upwork Platform



Cairo, Egypt – 12:03 am local time

Share

Hours per week

More than 30 hrs/week

Languages

English: Native or Bilingual

Arabic: Fluent

Education

Ain Shams University

Bachelor of Arts (BA), Language studies

2006-2010

English Arabic Translation | IELTS | Business English

\$20.00/hr

A highly motivated and enthusiastic ESL teacher, specialized in English with several years of experience in different environments. Having excellent communication skills and the ability to communicate professionally with people from all socMY name is Nada ElAttar. I'm a passionate English Instructor with over 10 years of experience in teaching professionals from various industries. With a passion for language and a deep understanding of business communication,...

[more](#)

Skills

Tutoring Translation Time Management Copywriting Live Transcription Subtitle Edit

Employment history

IELTS Instructor | Freelance

January 2022 - Present

General and Academic IELTS

Pick one professional and 3 personal Skillsets!

Skills

Web Development ✕

Graphic Design ✕

SEO Performance ✕

Video Editing ✕

Mobile App Development ✕

Data Analysis ✕

AI Consulting ✕

Security Testing ✕

Cloud Services ✕

UI/UX Prototyping ✕

Infrastructure Management ✕

Search skills

Skills

Resolves Conflict ✕

Cultural Adaptation ✕

Stress Management ✕

Organizational Behavior ✕

Time Management ✕

Problem Solving ✕

Social Networking Development ✕

Critical Thinking Skills ✕

Innovation Strategy ✕

Search skills

Headline

Headline

"Produce Engaging Designs Tailored to Your Brand's Vision!"

"Improve Your Brand's Identity with Innovative Graphic Solutions!"

"Create Stunning Visuals that Captivate Your Audience!"

- Is the first impression after the picture.
- Be specific about your skills or services.
- Use action words to convey energy, e.g.:

create – design – develop – enhance – generate –
improve – produce – solve – transform – innovate

Bio Components

Bio Structure

1- Opening Line

2- Unique Selling
Propositions (USPs)

3- Background and
Experience

4- Call to Action

Match Titles with Questions

1. Opening line (hook).

2. Skills & Unique selling propositions (USPs).

3. Background and experience.

4. Call to action.

- A. What skills do you have that makes you attractive to clients?
- B. How can you encourage someone to contact you in one last sentence?
- C. What catchy opening that tells who you are in one sentence?
- D. What experience, education or certificates do you have that is related to your freelancing field?

1. Opening line (hook).

2. Skills & Unique selling propositions (USPs).

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A. What skills do you have that makes you attractive to clients?

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Grammar

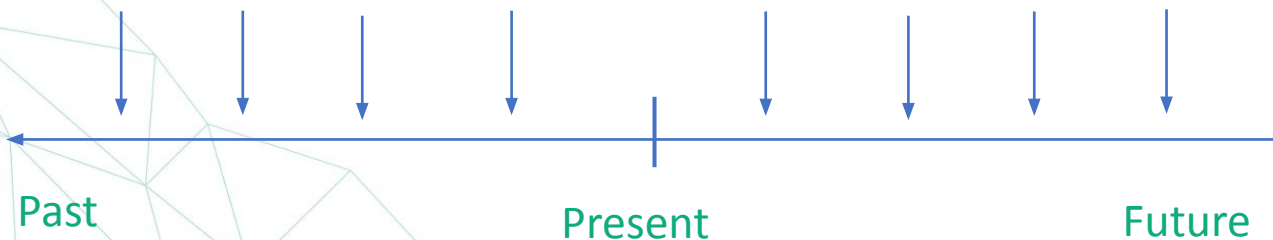
Present Simple

We use it to talk about facts, habits or things that are always true (reality) about us.

"I specialize in [specific skills, e.g., graphic design, copywriting, etc]."

"I provide high-quality services tailored to my client's needs."

"I believe in building strong client relationships through clear communication."



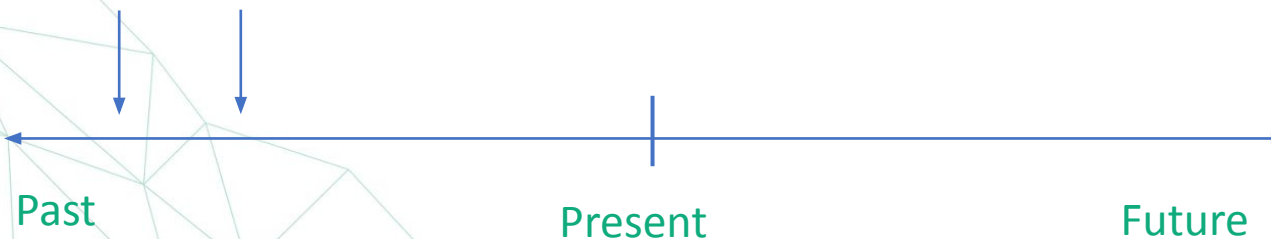
Past Simple

We use it to talk about facts, habits or things that happened and finished in the past.

"I completed over 100 projects successfully."

"I launched a marketing strategy that increased sales by 30%."

"I worked with high-profile brands to enhance their online presence."



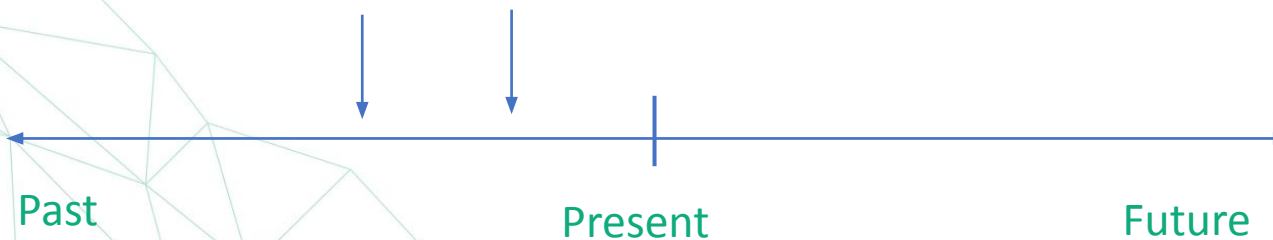
Present Perfect

This tense is great to talk about recent achievements and experiences.

“I have worked with international clients.”

“I have been part of a growing network of creative engineers.”

“I have completed over 100 client projects.”



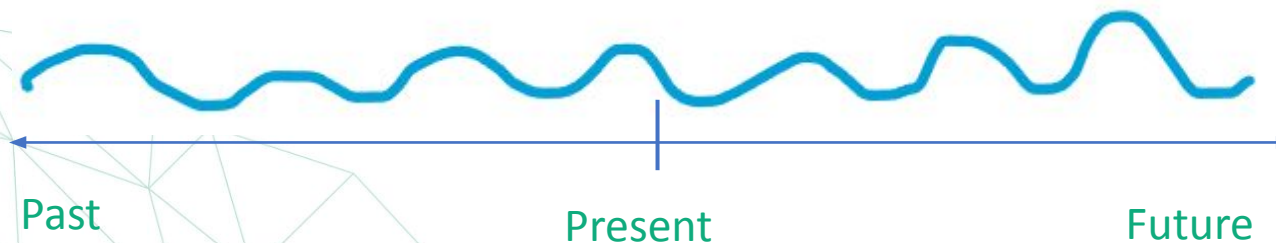
Present Perfect Continuous

we use to talk about actions that started in the past and are still happening till now.

"I have been developing efficient web solutions for over five years."

"I have been managing social media campaigns that boost engagement by 50%."

"I have been collaborating with international clients to deliver quality content."



Practice time

Individually, write 3 sentences describing your experience, using Present Simple, Past Simple, Present perfect and Present perfect continuous.

Rearrange BIO Parts

Let's work together to create designs that stand out! Message me today to get started.

A

1- Opening Line

5 years of experience creating custom logos, social media graphics, and branding materials for businesses worldwide. I have worked with startups, entrepreneurs, and established companies to bring their visions to life through clean, modern designs.

B

2- Unique Selling Propositions (USPs)

Hi, I'm Alex, a professional graphic designer

C

3- Background and Experience

My designs are tailored to your brand's identity, ensuring consistency and creativity. I pride myself on delivering high-quality work quickly and efficiently, with unlimited revisions to guarantee your satisfaction.

D

4- Call to Action

Hi, I'm Alex, a
professional graphic
designer

My designs are tailored to
your brand's identity,
ensuring consistency and
creativity. I pride myself
on delivering high-quality
work quickly and
efficiently, with unlimited
revisions to guarantee
your satisfaction.

5 years of experience
creating custom logos,
social media graphics, and
branding materials for
businesses worldwide. I
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Let's work together to
create designs that stand
out! Message me today to
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1- Opening Line

2- Unique Selling
Propositions (USPs)

3- Background and
Experience

4- Call to Action

I am a professional writer with extensive experience. Whenever I write, I ensure that I deliver high-quality and unique work. My time in this industry has honed my custom writing skills and strengthened my work ethic to tackle any writing challenge. These skills have enabled me to serve my clients diligently. I am always meticulous in all the writing services I provide.

Locate the Bio Structure:

- Opening line (hook).
- Background and experience.
- Unique selling propositions (USPs).
- Call to action.

I am a professional writer with extensive experience.

Whenever I write, I ensure that I deliver high-quality and unique work. My time in this industry has honed my custom writing skills and strengthened my work ethic to tackle any writing challenge. These skills have enabled me to serve my clients diligently. I am always meticulous in all the writing services I provide.

Locate the Bio Structure:

- Opening line (hook).
- Background and experience.
- Unique selling propositions (USPs).
- Call to action.

Which one doesn't belong?

Opening line (hook)

What catchy opening that tells who you are in one sentence?

1. Driven by passion, I can deliver ...(info according to your field)....., ensuring that your project is a success.
2. With a commitment to excellence and a focus on collaboration, I can bring you
.....
3. I have completed a course inwhich is an important tool in managing
4. Ready to elevate your project? I combine innovative solutions with a personalized approach through

Opening line (hook)

What catchy opening that tells who you are in one sentence?

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.....
3. Ready to elevate your project? I combine innovative solutions with a personalized approach
through

I have completed a course inwhich is an important tool in managing (X)

Skills & Unique selling propositions (USPs)

What skills do you have that makes you attractive to clients?

1. As a skilled [profession, e.g., designer, developer], I...
2. What are you waiting for? Just connect with me to guarantee a timely delivery.
3. My expertise includes a wide range of skillsets, including...
4. I am proficient in [specific tools/software relevant to your field].

Skills & Unique selling propositions (USPs)

What skills do you have that makes you attractive to clients?

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2. My expertise includes a wide range of skillsets, including...
3. I am proficient in [specific tools/software relevant to your field].

What are you waiting for? Just connect with me to guarantee a timely delivery. (X)

Background and experience

What experience, education or certificates do you have that is related to your freelancing field?

1. Armed with a degree in, I leverage my academic knowledge to deliver high-quality results that align with industry standards.
2. My educational journey in, has equipped me with tools and insights necessary to tackle complex projects with confidence.
3. With a solid foundation in, I apply what I've learned to create innovative solutions that meet client needs and drive success.
4. Looking for a proficient freelancer that could deliver on time.? You got one.

Background and experience

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Looking for a proficient freelancer that could deliver on time.? You got one. (X)

Call to Action

How can you encourage someone to contact you in one last sentence?

1. I'm eager to bring your vision to life—let's connect and discuss how we can achieve your goals together!
2. Ready to elevate your project? Don't hesitate to reach out; I'm here to help turn your ideas into reality!
3. My approach focuses on delivering measurable results.
4. Your next great project is just a message away—contact me today, and let's make it happen!

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My approach focuses on delivering measurable results. (X)

Helpful Expressions

Words	Meaning
1- Passionate (Adj)	A- Completing tasks or projects on time. (.....)
2- Detail-oriented (Adj)	B- Focused on achieving goals and getting good outcomes. (.....)
3- Client focused (Adj)	C- Someone who can express themselves clearly and effectively. (.....)
4- Proven track record (Noun phrase)	D- A history of successful achievements or experience. (.....)
5- Skilled communicator (Noun phrase)	E- Focusing on the needs and satisfaction of the client. (.....)
6- Result-driven (Adj)	F- Paying attention to small details and making sure everything is correct. (.....)
7- Timely delivery (Noun phrase)	G- Having a strong love or enthusiasm for something. (.....)

Words	Meaning
1- Passionate	A- Completing tasks or projects on time. (..... 7)
2- Detail-oriented	B- Focused on achieving goals and getting good outcomes. (..... 6)
3- Client focused	C- Someone who can express themselves clearly and effectively. (..... 5)
4- Proven track record	D- A history of successful achievements or experience. (..... 4)
5- Skilled communicator	E- Focusing on the needs and satisfaction of the client. (..... 3)
6- Result-driven	F- Paying attention to small details and making sure everything is correct. (..... 2)
7- Timely delivery	G- Having a strong love or enthusiasm for something. (..... 1)

Fill in the gaps (dots) only:

Passionate / Detail-oriented / Client-focused / Proven track record
Skilled communicator / Result-driven / Timely delivery

1. I am a (.....) professional who enjoys _____.
2. I am very (.....), which means I always _____ in every project.
3. My work is always (.....), and I ensure that _____.
4. I have a (.....) of successfully _____.
5. As a (.....), I am able to _____ with my clients.
6. I am (.....), meaning I always aim to _____ and _____.
7. I pride myself on (.....), which means I always _____ without compromising on quality

Complete the Bio using your answers

I am a **(passionate)** professional who enjoys _____. I am very **(detail-oriented)**, which means I always _____ in every project. My work is always **(client-focused)**, and I ensure that _____. I have a **(proven track record)** of successfully _____. As a **(skilled communicator)**, I am able to _____ with my clients. I am **(result-driven)**, meaning I always aim to _____ and _____. I pride myself on **(timely delivery)**, which means I always _____ without compromising on quality.