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*Welcome [Trainee Name],*

Your Intro to Content Writing Course

***Intro Module is self-paced and only Trainees pass the Intro Module will be admitted in Fundamentals Module regardless of full fee payment.***

School of Professional Skills has designed and selected the best tutorials, exercises and projects from around the internet for our Intro to Content Writing Module.

That means, to complete some of the tutorials or exercises for this course, you will leave the School of Professional Skills’ website and visit other websites.

To finish the Intro to Content Writing Module, you must complete all the steps below.

Don't worry; each Step page has instructions on what you must do to complete that Step - and how to get help if you get stuck.

Intro to Content Writing takes most people 20-40 hours.

If you don't have a computer, you can start with a mobile phone. Get started today!

**Step 0: Introduction to Content Writing**

We have an environment in which you can ask for help and build your local community. Slack is a great platform used to ensure we can have asynchronous conversations with our community. It is also used by most of the tech teams in the world, so using it means you can get used to it.

* Accept to invite to (link to be added) our Introduction to Content Writing Slack
* Introduce yourself on the #introduce-yourself-to-schoolofprofessionalskills channel
* Make a screenshot of your introduction on our Slack channel. This website can help you if you don't know [how to take a screenshot](https://www.take-a-screenshot.org/android.html) from your device.
* Understand how Slack works with their tutorial: <https://slack.com/intl/en-gb/help/articles/360059928654-How-to-use-Slack--your-quick-start-guide>

**Step 1: Understanding Generative AI & Streamline Resume Creation with Generative AI Case Study**

This is created to help you understand the role of Generative AI and its importance, recognize its limitations, and appreciate the need for human expertise in utilizing this technology effectively. It will also enable you to apply AI tools in practical scenarios. **Generative AI can automate processes and generate content, enhancing productivity, but it cannot replace the nuanced judgment of a human expert. A solid foundation in your relevant field is crucial for effectively using AI**; this knowledge, acquired through education, self-study, or mentorship, is necessary to accurately evaluate and apply AI-generated content. **With a good grasp of your field, generative AI can significantly accelerate your work processes, improving both the speed and quality of your output.**

In this step, you will use generative AI to craft a custom resume for a specific job application and this will enable you to use AI in this course along with strengthening your foundations. You will input the job description and relevant background information into the AI, and the AI will use that information to generate the sections of the resume. The resume will include relevant keywords that will make the application more visible. You will also format the previous job descriptions in the following way: action verb + task = results. You will then take the information and use it to create the resume. You can complete this step on your smartphone, or using a laptop or desktop computer.

You will create a resume for the fictitious persona of Sohaib Chaudhry, a software engineer with a few years of experience applying to a software engineering position at Two Sigma.

**Instructions:**

1. Download the following material and inspect the files:
   * Resume template
   * Sohaib Chaudhry’s information
   * Two Sigma Software Engineer

***After this open chatgpt.com in new tab.***

1. Prepare the AI to help you write a resume by setting the context. Give the AI a prompt indicating that it is an expert resume writer.

***Example prompt: “You are an expert in creating resumes.”***

1. To create a resume tailored to a job, you must first explain to the AI that it will help you create a custom resume based on the job description you will give it. Give the AI a prompt explaining this process.

***Example prompt: “I want you to help me create a custom resume for a job based on details I will give you later. Do you understand?”***

## Input the Job Details: For the AI to help you create a custom resume, you must first give it the job details. These include:

* + The job description
  + The minimum required education and experience
  + The required skills

Give the AI a prompt indicating that you will first be giving it those pieces of information for it to use to create the resume.

***Example prompt: “I will first give you the job description and then, in separate prompts, I will give you the requirements. Do you understand?”***

1. Give the AI the job description from the Two Sigma Software Engineer text file.

***Example prompt: “This is the job description:*job description from file*“***

1. Give the AI the minimum education and experience from the Two Sigma Software Engineer text file.

***Example prompt: “These are the minimum education and experience:*minimum education and experience*“***

1. Give the AI the minimum skills required from the Two Sigma Software Engineer text file.

***Example prompt: “These are the minimum skills required:*minimum skills required*“***

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## Input Sohaib Chaudhry's information: In these steps, you will give the AI Sohaib Chaudhry’s information for the resume. First, you must prepare the AI to accept the information, so give it a prompt indicating that you will now give it information about Sohaib Chaudhry for the resume.

***Example prompt: “I will give you a brief description of my work history from which you will create the sections of my resume. Do you understand?”***

1. Give the AI the description of Sohaib Chaudhry.

***Extra Guidance: Copy and paste the information about Sohaib Chaudhry and put it in the prompt text-box.***

1. Create the Resume: Before the AI creates the resume, ask it if it has all the information it needs and if it needs any more. If it does, give it that information in follow-up prompts.

Make sure your prompt reminds the AI that it is creating a custom resume based on a specific job.

***Example prompt: “Do you need any more information from me to create my resume for the software engineering job at Two Sigma?”***

1. Remember, this is a custom resume for a specific job. Therefore, it should include some relevant keywords from the job description. As an example, if the job description is asking for SciPy experience and you have it, a relevant keyword on the resume would be “SciPy”. To ensure the resume contains relevant keywords, give the AI a prompt indicating that it should put as many relevant keywords as possible in the resume.

***Example prompt: “Can you include the proper keywords from the job description and minimum requirements in the resume?”***

1. A good resume typically contains job descriptions that follow this style: action verb + task = result. To make the resume stand out more, you will need to have the job descriptions formatted in this way. Have the AI do this for you by prompting it to do so.

*Note: the AI may have already formatted the job descriptions in this way. But just in case it did not, prompt it to format the job descriptions.*

***Example prompt: “Can you format the job descriptions such that they follow this style: action verb + task = result?”***

1. After the AI gives you the final resume, fill out the resume template which you downloaded in Step 1 with the information, submit the final Resume below.

### Use your new skill in real life:

This optional step is just for you. You don't need to submit it. Next, revise your CV to target a job you are looking for in real life.

Remember, your real CV must *only* say **true**things**.**

**Step 2: Introduction to Content Writing**

It is created to get you to know about content writing and its importance, to help you differentiate between content writing and creative writing, and to enable you to critically analyze various forms of content and creative writing. You can do this tutorial on your smartphone, or using a laptop or desktop computer.

**Instructions:**

1. Play the above video and watch it completely
2. After watching, download the assignment given below
3. When you complete the assignment, Submit the assignment here in .docx or .pdf format on page below where it says “submit assignment/screenshot”.
4. A member of the SOPS’ community will review your assignment. While you wait for feedback, you can proceed to the next step.

This step will take around 5 hours to complete for someone who has never done content writing before.

Note: Don’t use Generative AI for this assignment otherwise you will be marked zero.

**How to get help:**

1. Only feedback regarding assignment will be provided in the comment section below
2. If you have questions about content writing or feeling stuck at any point, ask in a SOPS’ workshop or in Slack.

* Slack is a messaging software - once you have downloaded Slack you can visit our Slack Channel to ask your questions.
* Workshops are meetings where you can get Intro Module help - you will receive invitations to workshops via email and also you can see upcoming Intro Module workshops specific to your course dates on our website homepage.

**Step 3: Paragraph Writing: Understanding and Crafting Well Structured Paragraphs**

It is designed to help you understand the difference between a good and a bad paragraph, identify the components of a well-structured paragraph using different approaches, and recognize common mistakes in paragraph writing. You can do this tutorial on your smartphone, or using a laptop or desktop computer.

**Instructions:**

1. Play the above video and watch it completely
2. After watching, download the assignment given below
3. When you complete the assignment, Submit the assignment here in .docx or .pdf format on page below where it says “submit assignment/screenshot”.
4. A member of the SOPS’ community will review your assignment. While you wait for feedback, you can proceed to the next step.

This step will take around 10 hours to complete for someone who has never done content writing before.

Note: Don’t use Generative AI for this assignment otherwise you will be marked zero.

**How to get help:**

1. Only feedback regarding assignment will be provided in the comment section below
2. If you have questions about content writing or feeling stuck at any point, ask in a SOPS’ workshop or in Slack.

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**Step 4: Principles of Paragraph Writing: How to Craft Effective Paragraphs**

This step will help you to write a paragraph that maintain a single focus ensuring all sentences contribute to main idea, construct paragraph that are logically organized and clear using transitions effectively to connect ideas, and to enhance your paragraphs with varied sentence structures improving the flow and readability of your writing. You can do this tutorial on your smartphone, or using a laptop or desktop computer.

**Instructions:**

1. Play the above video and watch it completely
2. After watching, download the assignment given below
3. When you complete the assignment, Submit the assignment here in .docx or .pdf format on page below where it says “submit assignment/screenshot”.
4. A member of the SOPS’ community will review your assignment. While you wait for feedback, you can proceed to the next step.

This step will take around 10 hours to complete for someone who has never done content writing before.

Note: Don’t use Generative AI for this assignment otherwise you will be marked zero.

**How to get help:**

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2. If you have questions about content writing or feeling stuck at any point, ask in a SOPS’ workshop or in Slack.

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**Step 5: Take the Duolingo practice test: English placement test**

This step will guide you through using the Duolingo practice test to assess your English language skills. Understanding your placement level is crucial for targeting the right areas of improvement and progressing effectively in your language learning journey. **But the score of this section will not affect your selection process, so don’t attempt multiple times.** You can complete this test using a smartphone, laptop, or desktop computer.

Instructions:

1. Signup/Register on Duolingo using this link: <https://englishtest.duolingo.com/register>
2. Familiarize yourself with the test format by reviewing information given at: [https://englishtest.duolingo.com/prepare#](https://englishtest.duolingo.com/prepare)
3. After reviewing the test format, give a practice test using link: <https://englishtest.duolingo.com/test/practice> . Follow the instructions to answer the questions to the best of your ability. The test will assess various aspects of your English proficiency, including vocabulary, grammar, and comprehension.
4. Once the test is complete, review your placement results. This will give you an indication of your current English level and highlight areas for improvement.
5. Take a screenshot of your results and submit here.

A member of the SOPS community will review your submission. While awaiting feedback, you can continue to the next step of your learning plan.

This step should take approximately 1-2 hours to complete, depending on your familiarity with the test format and your English proficiency level.

Top of Form

Bottom of Form

**Step 6: Open Classroom: Create a Career Plan**

Now that you have learnt some content writing basics, you can now take some time to look at the career opportunities available in this sector.

**Instructions:**

1. Create an account and go to this course: <https://openclassrooms.com/en/courses/5291411-develop-your-career-plan>
2. Complete each stage of your career plan, and make sure you complete your mind map and then take the quiz at the end.
3. **You will not get a certificate from Openclassrooms**. **DO NOT PAY for the certificate**
4. Ensure you follow the acceptance criteria below
5. When you complete the quiz, submit screenshot on page below where it says “submit screenshot of both mind map and quiz score”

This step should take up to 6 hours to complete. If you are invited for an interview to the next module, we will review the material from this step.

**Acceptance Criteria:**

* 5 experiences are listed
* At least 1 skill is listed for each experience
* Each skill is labeled with a skill level
* Each skill is accompanied by evidence
* Mind map completed
* Mind Map includes information related to personal exploration
* Mind map includes information related to professional interests
* Mind map includes evaluation of how easy it will be to achieve imagined job

**How to take a screenshot**

Read this article if you need to know [how to take a screenshot on any device](https://uk.pcmag.com/how-to/46435/how-to-take-a-screenshot-on-any-device)

**How to get help:**

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