

WelTec/Whitireia Careers Series

Plan Your Career

The Learner Support and Services team can offer guidance and provide the tools to make informed career decisions based on your values, goals and interests. The information below will help you decide on your next steps.

Where to start

Career development is an ongoing process. If you are unsure what you want to do, take the time to reflect on your **values**, your **future**, your **options** and your **actions**.

Career Development Model



Career Professionals of Canada. (2016). *Career Pro Canada*. Retrieved from: Career Development Matters: <http://careerprocanada.ca/career-development-matters/>

Questions to ask yourself

- What am I good at? What do I like to do?
- What is most important to me in life?
- What are my major commitments outside of work?
- Where do I see myself in five years' time?
- What are my options? Will these options fit in with my personality, values, and other commitments?
- What steps do I need to take to make my options a reality? What resources and support will I need?

Need more advice?

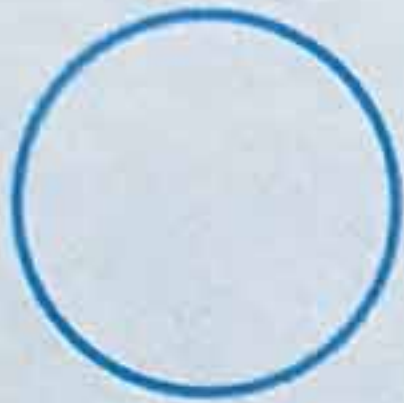
If you would like to talk about your career options, make an appointment with a Learner Support and Services team member or call **Careers NZ** at **0800 222 733**. For helpful online resources, see the other side of this page and visit **www.careers.govt.nz**



WelTec/Whitireia Careers Series

Writing a CV

What is a CV?



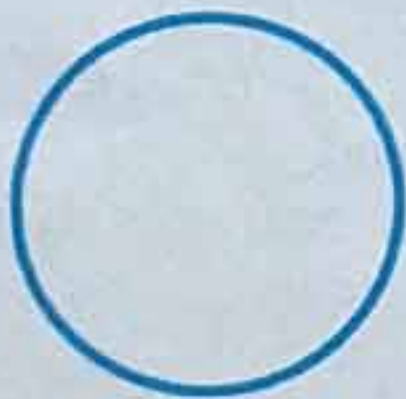
A CV, or Curriculum Vitae, is a summary of your experience, skills and education. A good CV gets you an interview. A good interview gets you the job!

Most employers will probably only spend a few minutes skimming through the CVs of potential candidates so you want to make your CV stand out.

You can do this by:

- Adapting your CV to suit the role – look at the job ad or selection criteria and make sure your CV clearly shows that you meet the requirements.
- Making your CV clear and concise.
- CVs typically include headings for your Personal Statement, Education and Work Experience. Include additional headings if you have *relevant* information to share. Your CV should be no more than 2-3 pages.
- Doing a thorough spell check before sending off your CV and have someone read over it to check for mistakes.
- Include a list of the names of at least two professional referees and their contact information at the end of your CV. Always ask before you list a person as your referee.

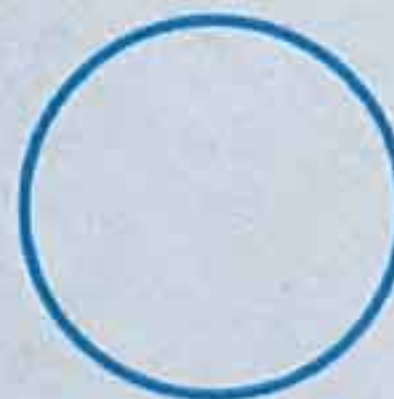
What to include in your CV



The exact structure of a CV will vary depending on your experience and what is valued in the industry you are applying to work in. However, for the New Zealand job market, there are key details that should be present on all CVs.

Typically a CV contains the sections listed below:

- Name and contact details
- Personal statement
- Skills
- Work history
- Achievements
- Education
- Interests and Hobbies
- Referees



Look at the other side of this page to see an example CV.

Visit Careers NZ at www.careers.govt.nz for more CV examples and templates



Whitireia
NEW ZEALAND



WelTec/Whitireia Careers Series

Example CV

LARRY MCGUIRE

22 Victoria Street, Lower Hutt, Wellington
H: (04) 350 2222 M: 022 350 2222
larry@hotmail.com

Personal Statement

I am currently studying a Certificate in Carpentry, Level 3 at Wellington Institute of Technology. I have seven years' experience as an aerial technician working at heights, with tools and in confined spaces. I also have current, up-to-date knowledge of building practices including interpreting drawings, safe use of power tools and maintenance of safe work sites. I am seeking work as an apprentice builder for a privately owned residential construction company such as Russell Properties Ltd.

Relevant Skills and Experience

Industry Skills

- Showed strength in working accurately and efficiently. Recent experience in construction of a relocated house.
- Comfortable working at heights and in confined spaces

Time Management

- Ten years' experience in managing tasks in a timely and efficient way to ensure customer expectations were met
- Planned and evaluated work tasks to ensure timetabling was smooth

Teamwork

- Proven ability to work together with others to achieve goals
- Captain of 1st XV rugby team 2002 (Bishop Viard College); energetic and skilled member of this team for three years

Work History

<u>2012-2016</u>	<u>Butcher</u>	<u>Taylor Preston</u>	<u>Wellington</u>
Duties: Processing and packaging of meat retail products, maintenance of machinery and tools, overseeing hygiene and health and safety protocols.			
<u>2011-2012</u>	<u>Electrical Appliance Technician</u>	<u>DC Systems</u>	<u>Porirua</u>
Duties: Liaising with customers, delivery of TVs and whiteware appliances, wiring houses for entertainment systems, installing appliances, record keeping.			
<u>2005-2011</u>	<u>Contract Aerial/Sky Technician</u>	<u>Aerial Master</u>	<u>Naenae</u>
Duties: Liaising with customers and central service centre, installing aerials and wiring, tuning customers' AV appliances, signal testing, record keeping, overseeing apprentices.			

Education and Training

2016	Currently studying for a Certificate in Carpentry Level 3	WelTec	Petone
2011	Site Safe Certificate	Whitireia	Porirua
2002	NCEA Level 3	Mana College	Porirua

Referees

Len Clark, Carpentry Tutor – WelTec
M: 027 4444444

Max Gill, Director – DC Systems
M: 021 2222222

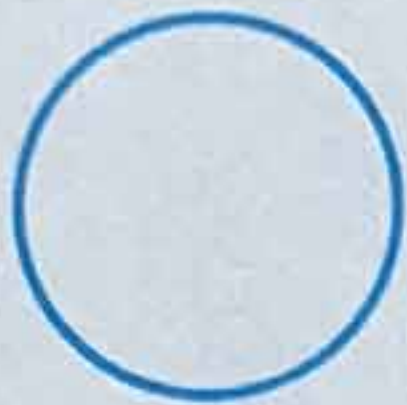


WelTec/Whitireia Careers Series

Writing a Cover Letter

What is a cover letter?

A cover letter is an essential part of any job application and should always accompany your CV.

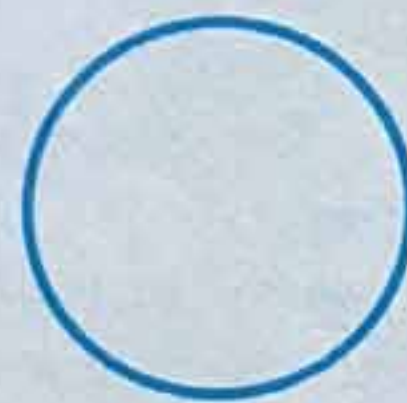


Cover letters are necessary for all types of job applications – cold contact, advertisement responses and referrals. The cover letter introduces your CV to the employer. It highlights and markets your skills, abilities and relevant experience, linking the CV to the employer's requirements.

Your cover letter needs to stand out from other cover letters. A well-written cover letter will make the employer want to know more about you. It will make the right impression and encourage the employer to not only look at your CV but to read it with interest.

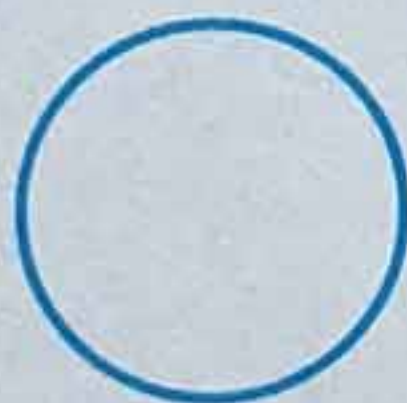
What to include?

A good cover letter should include:



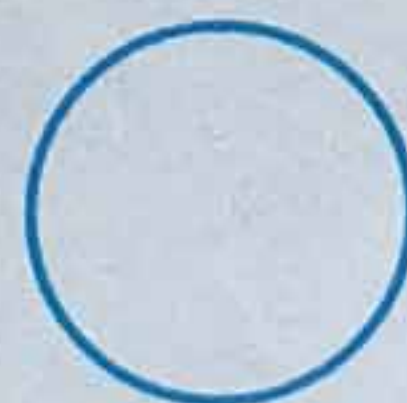
- Why you are interested in the job
- Why you are interested in working for the company
- Why the employer should be interested in you
- When and how you will be following up your application

Cover letter rules to remember



- Presentation should be attractive, professional and easy to read. Type your cover letter and use a professional font and size 12 text.
- Vary the sentence structure and avoid overusing "I"
- Highlight the main points and draw attention to the key information in your CV that matches the vacancy or company's needs.
- Show your enthusiasm for the position, the organisation and/or the industry.
- Proofread carefully and get someone else to check it for you before making your final copy.
- Sign the letter.

Where can I see an example?



On the other side of this page there is an example cover letter written by a WelTec student.

Visit Careers NZ at www.careers.govt.nz for more cover letter examples and templates.



Whitireia
NEW ZEALAND



WelTec/Whitireia Careers Series

Example Cover Letter

22 Victoria Street
Lower Hutt
Wellington

H: (04) 350 2222
M: 022 350 2222

6 March 2016

Dear Mr Jones

I am writing to apply for the position of Apprentice Builder, which was recently advertised on seek.co.nz.

I am currently finishing the Certificate in Carpentry (Level 3) at Wellington Institute of Technology and am looking for an opportunity to become qualified as a builder. I have worked in trades for several years including seven years as an Aerial Installation Technician. During that time I met several builders from Russell Properties Ltd and was impressed by the quality of their work. I very much enjoy working for residential clients and have recently been involved in a house relocation and construction/renovation project.

I would very much appreciate the opportunity to be interviewed for this position and am confident that my skills, experience and attitude will be an asset to Russell Properties Ltd.

I look forward to hearing from you soon.

Yours sincerely

Larry McGuire



WelTec/Whitireia Careers Series

How to write an effective LinkedIn profile

It is worthwhile to invest some time in making a professional and effective LinkedIn profile. The more complete your profile, the better the odds that recruiters will find you. It is important to fill out every section of the profile and make sure each section is as strong as possible. Look at other LinkedIn profiles in your industry to get ideas. A good LinkedIn profile will:



- Use keywords which will make you more visible in search results
- Shows passion for what you do
- Highlights accomplishments and responsibility
- Concludes by asking for connections

Profile summary

Your summary is the text box at the top of your LinkedIn profile, just below your photo. You have 2,000 characters to give an overview of your professional life. Whether you use it to put career choices in context, highlight your biggest achievements, or show off your personality, the summary is your chance to put your best self out there. Here are some tips:



- Start strong with a catchy opening statement
- Don't be afraid to inject some personality
- Brag about your accomplishments
- Utilise as much of the character limit as you can
- Keep it readable with short paragraphs or bullet points

Photo



To increase your response and referral rates, ensure you have a good profile picture. It's your first chance to communicate that you are friendly, likable, and trustworthy — attributes that are crucial to getting prospects to engage with you.

- Pick a photo that looks like you
- Use a high-resolution image
- Make sure your face takes up at least 60% of the frame
- Be the only person in the picture
- Get someone else to take the picture for you
- Avoid distracting backgrounds
- Wear what you'd wear to work



Customise your URL and make it public

It's much easier to publicise your profile with a customised URL (ideally [linkedin.com/yourname](https://www.linkedin.com/yourname)), rather than the clunky combination of numbers that LinkedIn automatically assigns when you sign up. How to get one:

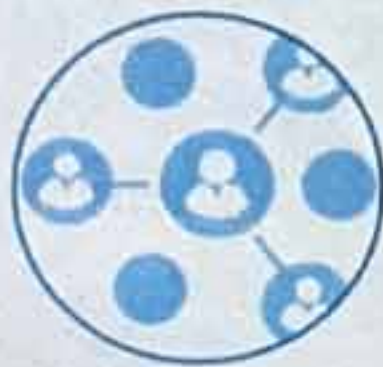


- On your Profile screen, click on Edit public profile & URL (on right hand side).
- Under Edit your custom URL, click the edit pencil next to your current URL, and type in what you want your new URL to be.
- Then click on Save.
- You can share this on your CV.

To make your profile public, on your Profile screen, click on Edit public profile & URL (on right hand side). Under Edit Visibility ensure that Your profiles public visibility is turned On. This will improve your chances of being found.

Make connections and be active

There is no point having a LinkedIn profile if you do not make connections:



- Ask your contacts to become connected in LinkedIn.
- Follow companies that you are interested on working for. Connect with people who work in your industry.
- Comment and like posts, keep any comments positive and professional.
- Join groups relevant to your industry. This is a great way to build your networks.

Update your profile regularly



Your profile should be evolving, so ensure that you edit and update your profile when you do something new. Focus on your key skills, experiences and accomplishments.

Let recruiters now you are looking!

If you are currently looking for a job, let recruiters know:



- Click on the Me tab (at the very top of the page) and click on to Settings & Privacy
- Click on Signal your interest to recruiters at companies you've created job alerts for, and change your preference to Yes



WelTec/Whitireia Careers Series

Interview Techniques

Interview tips



- Practice answering questions with a friend or in front of the mirror
- Have examples prepared so you can expand on your answers
- Believe in yourself and keep your answers positive
- Research the organisation – know what they do and what their values are
- Read the job description so you can talk about how you meet their criteria
- Take time to think before answering difficult or unexpected questions

Making a good first impression



- Know where and when your interview is – be on time
- Have a good handshake and use eye contact
- Dress for success
- Smile – look as if you are enjoying the conversation
- Use open body language and try not to fidget

Common interview mistakes



- Not listening to the questions
- Making general statements that lack substance
- Poor preparation and knowing nothing about the role or organisation
- Slouching, mumbling and using unprofessional language
- Making negative comments about past employers

How to answer behavioural questions



It is common to be asked some behavioural questions, for example, 'Describe a time where you had to deal with conflict within the workplace'. You can use the SAR method to help answer these questions in a structured way:

- Situation** – briefly describe what happened
Action – briefly describe what you did
Result – briefly describe the outcome



Sample Interview Questions

- Tell me about yourself.
- Why are you the right person for this role?
- What are your 3 main strengths?
- How do you manage high stress situations?
- What do you know about this company?
- Why do you want to work for us?
- What type of management style do you prefer?
- Why did you leave your last role?
- What do you consider to be one of your weaknesses?
- What has been your greatest achievement in the workplace?
- What are your long-term career goals?
- What methods would you use to motivate your team?
- Can you describe a time where you have had to deal with a customer complaint?
- Describe a situation when you worked in a team to achieve a goal. What was your contribution to the team's success?
- Describe a time you analysed a complex issue or problem to reach a decision. How did you evaluate the decision you made?
- When have you had to deal with an unexpected or changing situation? How did you cope with this uncertainty?
- How do you build effective working relationships?
- How would you describe your approach to customer service?
- Describe a time when you have used your communication skills to influence other people's behaviour or opinions.
- Can you describe a time where you have had a conflict within a team?
- How would you incorporate the Treaty of Waitangi into your role?
- Tell me about a time when your organisational skills helped you to succeed in the workplace.
- How do you keep track of all the tasks you need to complete for a project?
- Do you have any questions?

BOOK A MOCK INTERVIEW WITH THE CAREERS ADVISOR TODAY:

Email LSS@wandw.ac.nz or call 0800 141 121 for an appointment

WelTec/Whitireia Careers Series

Career Resources

The resources listed below can be found on **www.careers.govt.nz**. To speak to a Careers NZ advisor directly call **0800 222 733** or click **Talk to Us** at the top of the web page.

Register for a Careers NZ profile to save your progress as you explore your options.



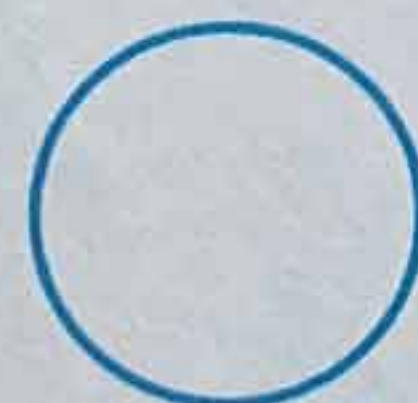
Know yourself

- Use the **Career Checker** quiz to find out how well your career planning is going at <https://www.careers.govt.nz/tools/career-checker/>
- Take the in-depth **CareerQuest** quiz to narrow down your main interests and find job ideas at <https://www.careers.govt.nz/tools/careerquest/>
- Find out how to identify your skills and watch the **Know Your Skills** video at <https://knowyourskills.careers.govt.nz/job-hunting/cvs-and-cover-letters/describing-skills-in-your-cv/#CV>



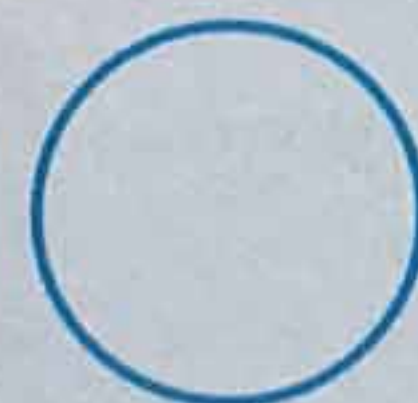
Get career ideas

- Use the **Skill Matcher** to find out what jobs would suit your strengths and interests at <http://www.careers.govt.nz/tools/skill-matcher/>
- **Compare Study Options** to reach your career goals at <http://www.careers.govt.nz/tools/compare-study-options/>
- **Compare Jobs** based on pay, education requirements, chances of getting a job and more at <http://www.careers.govt.nz/tools/compare-jobs/>
- Look for a job that matches your skills using the Regional Job Matcher at <http://www.careers.govt.nz/tools/regional-job-matcher/>



Take action

- Create your CV with the CV Builder at <https://www.careers.govt.nz/tools/cv-builder/>
- If you have questions about programmes offered by WeTec make an appointment to see a Learning Support Services Team member to discuss your interests and make a **Personal Education Plan**



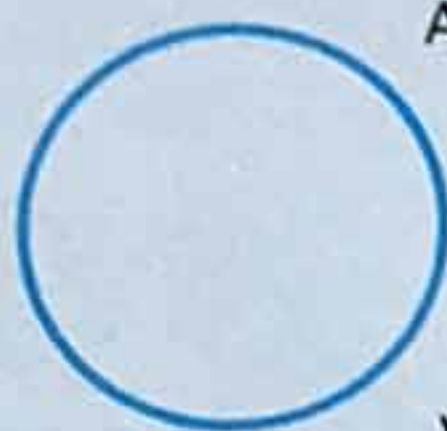
Youth

- **Youth Guarantee** provides information about programmes for students aged 16-19 who are transitioning from school to study, work or training. Learn more about opportunities for youth at <http://www.youthguarantee.net.nz/start-your-journey/>
- **Vocational Pathways** programmes provide new ways to achieve NCEA Levels 1, 2 and 3 credits and to gain entry to study, training and employment. Learn more at <http://www.youthguarantee.net.nz/vocational-pathways/>



WelTec/Whitireia Research Skills Series

Academic Reading

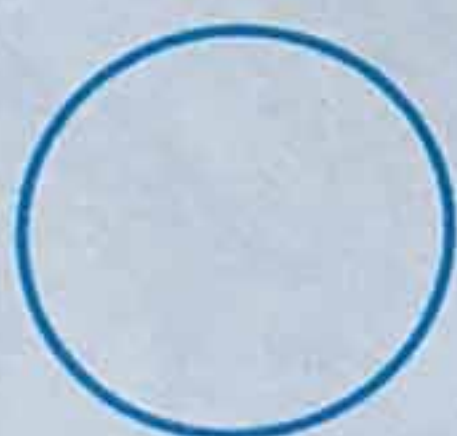


Academic reading is different to reading a novel or magazine. Academic texts tend to be quite complex and may contain a lot of technical vocabulary. Therefore, you need to approach academic

reading differently to regular reading. Give yourself time to concentrate fully on what you are reading, make sure you are in a quiet place and read with a purpose. Don't worry if you don't understand everything you are reading the first time you try – it can take time to develop an understanding of academic texts. Be patient and follow the steps below to get the most out of your reading time.

Step 1: Identify your purpose

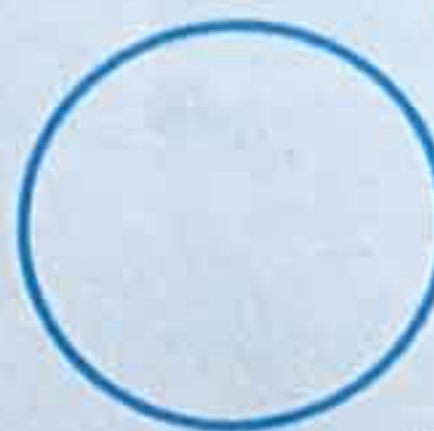
Before you start reading ask yourself why you are reading this text – what is it you want to find out? Is there something in particular you need for your assignment, such as a definition of a relevant phrase or an example? This will help you to know quickly whether it is worth investing the time in reading it.



Step 2: Skim the text

To check whether a book or source is relevant you need to **skim** through the text. This means reading quickly for **general**

meaning. Your goal is to get an idea of what the whole text is about. Don't worry if there are parts you don't understand. Pay particular attention to the ideas in the abstract/executive summary, introduction and conclusion as well as the first sentences of each paragraph. These are the sections that will give you the overall ideas the writer is trying to express.



Step 3: Scan the text

Now it's time to scan the text for the key words or ideas you have identified as important.

Scanning means reading quickly to look for **specific**

phrases. If you are using a book scan the index for your keywords. If you are reading an article or report scan the abstract or executive summary. Also move your eyes quickly down the page looking for words that are bold, italic, or a different colour.

Step 4: Make a decision

Now you need to decide if the text is useful to you – not all texts you come across in your research will be helpful for your assignment. Aim to be a strategic reader and not waste time reading texts that are not useful to you. If a text is too challenging, now might be a good time to do some extra research to find a simpler summary of the topic – you can then go back to the original when you know more about it. Alternatively, if you have decided the text looks useful go to Step 5.

Step 5: Detailed reading

This is when you take time to understand a text completely. When reading in detail:

- Read actively! Make notes or write symbols in the margins or on a separate paper.
- Read critically. Ask yourself questions while reading. For example: *What was the main idea? Do I agree or disagree? What is left out?*
- Summarise. After reading – either out loud or in writing – describe what the text was about.
- Take detailed notes – see the other side of this handout for some notetaking tips.



WelTec/Whitireia Study Skills Series

Time Management

It can be a challenge to juggle study, work and family commitments as a student. However, by carefully planning your time you can balance your workload over the course of the trimester, finish your assignments before deadlines and avoid unnecessary stress.

The checklist below gives an overview of what needs to be done to stay organised and have a successful trimester. On the other side of this handout you'll also find a blank timetable you can use to help you plan your week.



Before you start

- ☐ Attend orientation
- ☐ Get your class timetable
- ☐ Confirm transportation and route to WelTec
- ☐ If you wish, request a personal education plan (PEP) to clarify your educational goals



Each day

- ☐ Make a 'to do' list to focus your activities. Refer to your weekly plan to make this list
- ☐ Complete readings and homework
- ☐ Set aside time to review what was taught in class



On your first day

- ☐ Find out where your classes are held
- ☐ Read course outlines for course objectives, class times, assessments, required materials and tutor contact information
- ☐ Log onto a WelTec computer
- ☐ Become familiar with the WelTec campus (classes, parking, cafeteria, toilets, the Learning Commons)



Each week

- ☐ Make a weekly timetable that shows all the activities in the upcoming week. Set aside time to exercise, relax, and spend time with family and friends
- ☐ Review lecture notes and slides from the previous week
- ☐ Read about next week's topics and tasks
- ☐ Check the Moodle page for additional resources posted by your tutor



In your first week

- ☐ Buy required course materials such as textbooks and stationery
- ☐ Log onto Moodle and find the Moodle pages for your courses
- ☐ Use a computer or wall calendar to make a plan for the trimester. Schedule in tests, exams and assignment due dates



Throughout your study

- ☐ Attend class! Inform tutors via email if you must be absent
- ☐ Stay informed of important WelTec dates such as registration, fee deadlines and course withdrawal dates
- ☐ Ask for help when needed!



Writing introductions

Structure of an introduction paragraph

Broad opening statement

**Background
information**

**Thesis
statement**

Begin your introduction with a broad statement that establishes the general topic of your assignment. Follow that with more detailed background information, explaining the scope of your assignment. Briefly talk about why the topic is interesting or important. Finally, finish with a thesis statement. This is a sentence or two that very specifically identifies exactly what the assignment aims to do and briefly touches on the main arguments you will make. A thesis statement often begins with *This essay will discuss/analyse...* or a similar statement. An introduction is often described as being like an inverse triangle because it starts off broadly talking about a topic and then narrows down to determine exactly what will be discussed in the essay.

Example introduction

One of the most interesting and challenging developments that has occurred in business leadership over the past few decades is the rise of virtual teams. Traditionally, work teams would meet in the same place and share similar cultural backgrounds. These days however many work teams are composed of diverse members based in different cities or countries whose primary means of communication is via technologies such as email, phone and video-conferencing. Using virtual teams has many benefits for businesses, not least of all that it allows organizations to respond quickly to competitive pressures by being able to use the best people for a particular project, no matter where they are located. However, managing virtual teams is not easy and can pose a number of challenges for business leaders. This essay will explore both the challenges and benefits that virtual teams offer businesses. It will also summarize the theories of leadership relevant to virtual teams and provide recommendations on how to effectively manage and lead staff virtually.

Broad opening statement leading the reader into the topic, which in this case is the leadership of virtual teams.

Background information – in this section the writer defines the topic and briefly explains why it is interesting and challenging.

Thesis statement in which the writer introduces the four parts of the essay – challenges, benefits, theories and recommendations of virtual teams.

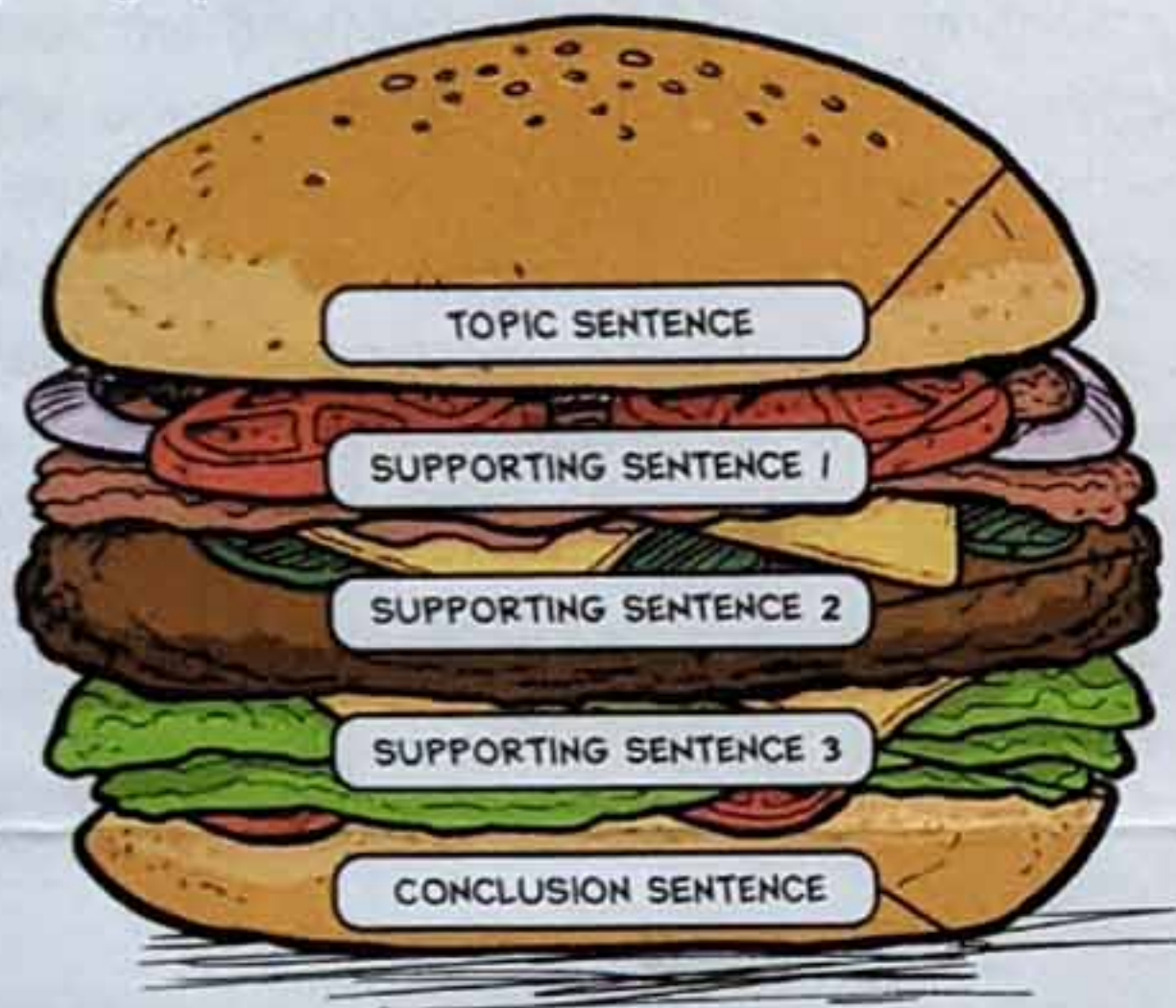


Writing a paragraph

Whether you are writing an essay, report or journal entry your writing will consist of a series of paragraphs. Many people don't consider the structure of their paragraphs when they write, but they should. Writing a good paragraph requires thought and the effort you put into structuring your paragraphs will have a significant impact on your grades. Read the information below to learn more.

Paragraph structure

It can be helpful to think of a paragraph as being like a burger – the beginning and the end of the paragraph are similar, like the bun and the filling is what makes the paragraph interesting.



The **topic sentence** is the first sentence of your paragraph. It should be clear and simple and immediately identify the theme of the paragraph. All the following sentences should be relevant to the topic you introduce in your first sentence.

Supporting sentences are the body of your paragraph. They should explain the topic in more detail and give evidence and examples to support your topic (and citations as necessary). Keep your sentences simple and to the point.

The **conclusion sentence** should summarize what you have said and bring back to the topic sentence.

Example paragraph

Technology is essential to good communication between virtual teams but it must be used effectively and considerably if a team is to achieve its goals. Daft and Pirola-Merlo (2009) provide a few basic rules that leaders should follow to make the most of technology. They recommend that face-to-face communication should be used for complex communication such as problem solving or responding to confusion amongst the team. Regular meetings should also be scheduled to allow team members to chat online. Finally, leaders should give more positive support and feedback online than they would face-to-face. Watkins (2003) also supports the importance of clear communication for virtual teams. He advocates the use of a 'communication charter' that outlines which types of communication in use in different circumstances, i.e. when one should call a colleague or when it is better to email. By following these simple recommendations, leaders will be able to contribute to a positive team dynamic and avoid miscommunication.

The **topic sentence** (underlined) introduces the topic. In this case, the topic is communicating using technology.

The **supporting sentences** explain the topic, using the ideas of two different authors. These ideas are paraphrased and clearly explained with examples.

The **conclusion sentence** summarizes what the paragraph is about and links the ideas in the paragraph to the overall topic.



Writing conclusions

Structure of a conclusion paragraph

Summary of
the main points

Final thought

Begin your conclusion with a summary of the main points you have made in your essay. You can do this by paraphrasing your thesis statement and adding in some extra detail. Keep it short –

a few sentences will be fine. No new information should be introduced in the conclusion. After that it's common (but not essential) to include a 'final thought'. This is usually a comment about the significance of the topic and its implications for the particular subject you are studying. Your conclusion has the reverse structure to an introduction because it starts off looking only at what you discussed in your essay, but then broadens the scope of the topic by relating it to the wider world.

Example conclusion

Virtual teams can provide a great opportunity for today's business leaders to sharpen their management skills. However, leaders must be very careful not to treat virtual teams in the same way as conventional teams. They must carefully consider how they will build trust between members, how the team will communicate and how it will be supervised and supported. They must also consider the type of leadership and conflict styles they wish to take on, keeping in mind the need for trust within a virtual team. Richard Branson, a well-known entrepreneur believes that, "in 30 years' time, as technology moves forward even further, people are going to look back and wonder why offices ever existed" (2013, para. 6). While this may be an extreme view to some, it nevertheless demonstrates that virtual teams and working remotely are the way of the future and if business leaders want to be successful, they must learn how to effectively manage virtual teams.

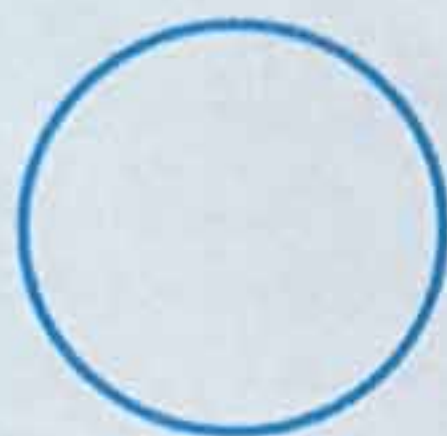
Summary of the main points. In this case the writer has chosen to summarize the recommendations for managing teams and allude to the relevant theories and the main point they would have made about trust.

Final thought. The writer has chosen to use a quote to add emphasis and explain the significance of their argument that leaders must learn how to manage virtual teams.



WelTec/Whitireia Research Skills Series

How to Take Notes



Being able to take good notes will help with your study, particularly during the research process. See below for some tips and strategies to develop your note taking skills.

Reading journal

A reading journal is an effective way to keep your notes organised and easy to follow. It is a record of your reading, your ideas, new vocabulary and any questions you have. It can be used for lecture notes, assignment research and test revision. See a sample reading journal below:

Source
(where you
found the
information)
in APA
format.

Source: Falconer, K. H. (2011). *Grieving in the Internet Age*. New Zealand Journal Of Psychology, 40(3), 79-88.

Notes

Comments

- Today in NZ more people use social media and the internet to show grief (Chch earthquake, Pike River, etc.)

?? Who - Age?
Gender? Geography?
Culture?

- online outlets connect grieving people and can be used to manage grief

Relates to Parkes,
Bowlby grief phases -
esp. yearning and
searching for reunion
(class Moodle slides
22/4)

- Online grieving includes public expression, creation of permanent memorials (Facebook, Twitter)

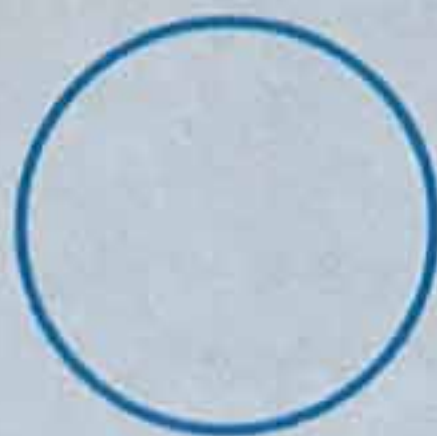
- Online resources can also be used to offer grief counselling (support groups, forums information) see chart p.83

Is this as effective as
face-face??

Your thought
make
connections
other
texts/theorie
ask yourself
questions, ag
or disagree w
the writer.

Main ideas and
supporting
arguments –
can include
pictures,
quotes,
keywords and
page numbers

Note Taking Tips



- Write down main points only, in your own words
- Use key words or short sentences
- Be brief and to the point
- Write down page numbers for pages that have important graphs, charts, and other detailed information

WelTec/Whitireia Assignment Skills Series

Language for Presentations

In a presentation there are particular words and phrases you can use to signal to your audience how your presentation is structured and how your ideas relate to each other. Below is a list of phrases that might be useful to you.

Words to use for the introduction

Introduce the topic

- *This presentation will explain/examine/identify....*
- *The topic I intend to discuss is....*
- *Our group will be discussing...*

Provide an outline of the presentation

- *I want to start by.... and then I will.....*
- *I will begin by... before looking at....*
- *This talk is divided into three parts. First, I will..., then.... finally....*
- *There are four points I'll be covering: A, B, C and D.*

Words to use for the body

Introduce a main point

- *An important point is....*
- *One of the most significant issues is...*
- *A central concern has been...*
- *The first/second/final point is that....*

Move to another point

- *Now let's look at....*
- *If I could now turn to...*
- *Moving to the next point...*
- *Another important argument/issue/point to consider is....*

Rephrase or add emphasis to a main point

- *That is to say...*
- *In other words...*
- *The point I am making is...*

Introduce an example

- *Take the case of*
- *For example...*
- *This is illustrated by...*

- *A case in point is....*

Words to use when referring to visuals

- *As you can see here...*
- *If you look at this picture/graph you'll see...*
- *The diagram indicates*
- *This slide explains...*
- *I'd like to draw your attention to....*

Words to use for the conclusion

- *To sum up...*
- *Now to conclude this presentation....*
- *To summarise....*
- *Today I've talked about....*
- *In conclusion....*



WelTec Writing Series

Linking your ideas

Linking words are used to connect ideas when writing. They help your writing to flow from one idea to the next in a logical and cohesive way. When speaking we naturally use many different linking words for example *and*, *also* and *but*. However, when writing we tend to use more formal linking words such as *furthermore*, *in addition* and *in contrast*. Below is a list some of the linking words most commonly used in academic writing – try using some of them in your next essay or report.



To list....

First, second, third
Firstly, furthermore, finally
To begin
To conclude
Next



To generalise...

In general
Generally
As a rule
Usually



To show similarity....

Similarly
Likewise
In the same way
Equally



To show result/consequence...

Therefore
As a result
As a consequence
Consequently
Thus
For this/that reason



To show difference...

In contrast
Instead
Conversely



To show cause/reason...

For the reason that
In view of the fact that
Owing to the fact that
Due to



To give examples...

For example
For instance
That is



To summarise/conclude...

In conclusion
To conclude
In brief
To summarise
Overall



To add to an idea...

Furthermore
What is more
In addition



Oral Presentations

Where do I start?

Many people find oral presentations intimidating, but they don't need to be. If you are well-prepared presentations can be quite straightforward. A presentation is not as formal as an essay – however you should consider your audience and use language and examples they will understand. Delivery is important – speaking at a good pace and in a clear and engaging tone will help to keep your audience interested.

Structuring your presentation

Use the structure below to help organise the points you will speak to:

Introduction	Tell the audience what you are going to tell them
Body	Tell them
Conclusion	Tell them what you just told them

Introduction: briefly explain your topic, introduce any key terms, and explain what you will cover.

Body: structure your ideas into a logical order; include supporting arguments and examples.

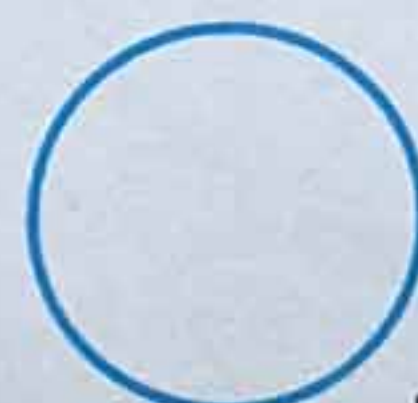
Conclusion: briefly summarize the main points; add some predictions or recommendations (optional); thank your audience or ask them if they have any questions.

Preparing for a presentation



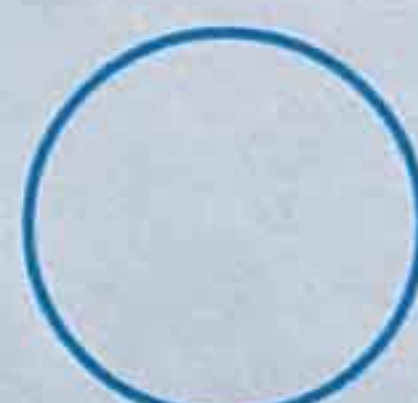
Collect ideas

Analyse the assignment question so you understand what the topic requires. **Brainstorm** what you already know about the topic then do some research to find out more. The more you know about the topic, the more confident you will feel talking about it.



Plan and write

Decide which points you want to make in your presentation and then write up your notes in a logical order. You don't need to write down every word but you should explain in detail the important points you want to make and follow the appropriate structure.

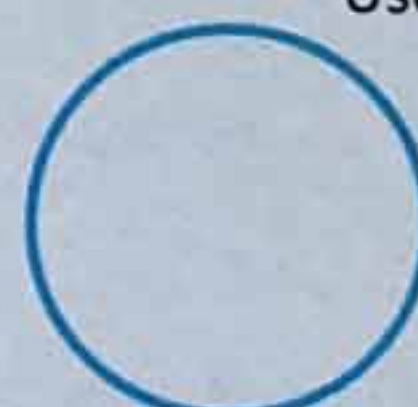


Prepare your visuals

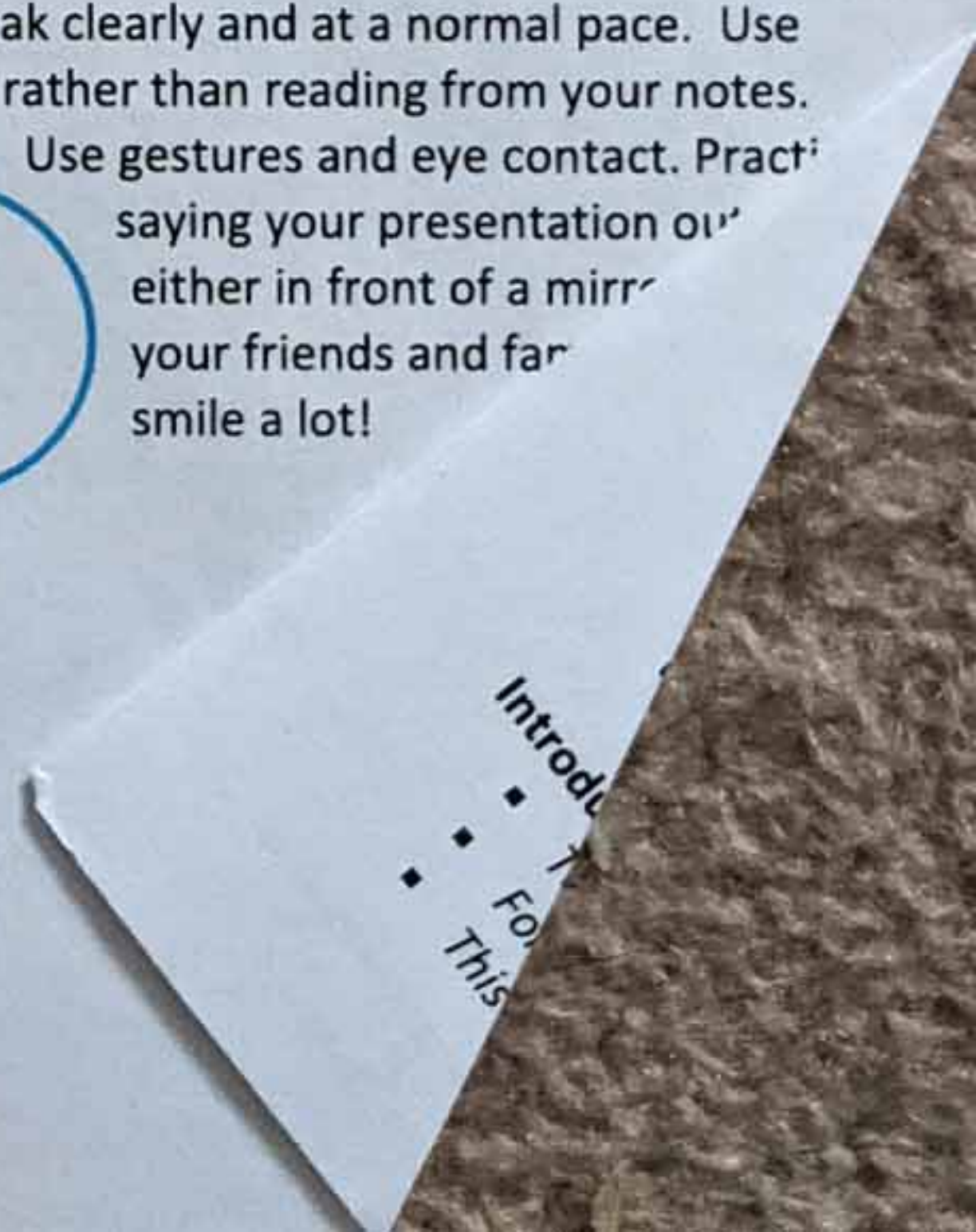
It's important to ensure your presentation is logical and that your visuals support your ideas. Keep your PowerPoint simple with minimal text.

Practice a lot!

Try to speak clearly and at a normal pace. Use cue cards rather than reading from your notes.



Use gestures and eye contact. Practice saying your presentation out either in front of a mirror your friends and family smile a lot!



WelTec/Whitireia Writing Series

Paraphrasing

When you complete an assignment that requires research, you will need to use the ideas of other authors in your writing. You can do this by **paraphrasing** the words of another author.

Paraphrasing

Paraphrasing is putting the ideas of others into your own words. It's **not** just copying the sources you have used. Below is an example of a paraphrase.



Original text: *Indeed, psychological functioning appears to matter more than physical functioning in determining the quality of life of chronic disease patients.*

Your work: The factor that has the greatest impact on a chronically ill patient's quality of life is psychological wellbeing (Brannon et al., 2018).

Steps to paraphrase

1. Choose the idea you want to paraphrase.
2. Make sure you understand it – for example, think about how you would explain it to a friend.
3. Look at the words you cannot change – these are usually the technical or specialist words.
4. Look at the remaining words and think of synonyms for them (words with similar meanings).
5. Write out the idea – keeping the technical words but changing the sentence structure and some of the words. Check the sentence has the **same meaning** as the original text.
6. Acknowledge the source using an in-text citation and adding the full reference to your reference list at the end of your assignment.

The best way to use other peoples' words in your assignments is to make them a part of your own writing.



To effectively use the words of another author in your writing, first **introduce** the paraphrased words by using **reporting verbs**. Reporting verbs are the words that are used to talk about or report on other people's work (*see the list over the page*).

Ensure you have used **correct punctuation** to make sure the ideas you have paraphrased fit in smoothly with the rest of your sentence.

If possible, put **your own opinion** about the source while you are paraphrasing. This shows that you understand the idea. It also shows you can evaluate its usefulness, and apply it in the assignment.



WelTec/Whitireia Writing Series

Revising, Editing & Proofreading

You may have finished your first draft, but you aren't done yet! Proofreading, revising and editing your work are important. This is the time when you read your work, identify areas of improvement, and correct spelling and grammar. Effective revision, proofreading and editing can make a big difference to your final mark. Read below for more information about how to get started. Then, turn this page over for a helpful checklist.

Revising

Revision is when you look at the 'big picture' of the content of your writing assignment.

Revision might involve adding more words, taking words away, or changing the order of your paragraphs. Read over your assignment and ask yourself:

- Have you answered the assignment according to the instruction words in the brief?
- Have you followed all instructions and included all necessary parts?
- Have you provided a thorough, detailed response with explanations and examples to support your ideas?
- Have you presented the information in a logical order?
- Have you considered your audience and explained any complex examples and technical language?

Editing

Editing is what you do after you revise. This step is more detailed than revision, and involves reading your writing for style and 'flow'. Editing might involve adding transition or signal words, rearranging words in a sentence, or checking for accurate and well-integrated citations. Try reading your work out loud to yourself, slowly. When editing, ask yourself:

- Does each sentence connect well to the following sentence?
- Have I repeated a word or phrase too many times?
- Do I have well-constructed introductory, body and conclusion paragraphs?
- Have I included in-text citations for all quoted and paraphrased information? Do I have an APA formatted references list?

Proofreading

Proofreading is the final, and most detailed, step. Proofreading involves looking making a final check for errors in spelling, grammar, sentence structure and punctuation. Use this time to take a more detailed look at citations and references as well. Look for, and correct, mistakes in:

- Spelling
- Grammar
- Sentence structure
- Punctuation



WelTec Writing Series

Revising, Editing & Proofreading Checklist

Learning how to revise and edit your own work is a valuable skill as it can make a considerable impact to your overall mark. However it can be difficult to see mistakes in your work, especially when you are tired from writing. Therefore, it's important to have a break between writing and editing so that you are able to look at your work with fresh eyes. Use the checklist below to help you check your work and make corrections.



Step 1: Revising

- ☐ All instructions described in assignment brief have been followed
- ☐ All sections listed on the marking schedule are included
- ☐ There is an introduction, a conclusion and body paragraphs written in a logical order
- ☐ Each body paragraph contains one main idea, with good explanations and examples to support the idea
- ☐ The purpose and the structure of the assignment is clearly stated in the introduction and summarised in the conclusion
- ☐ There are no irrelevant ideas or paragraphs – all information in body paragraphs clearly relates to the topic
- ☐ The assignment is of an appropriate length and is written in a formal style (unless your tutor requests otherwise)
- ☐ All information that you have gathered from your research (e.g. quotes, facts, figures, definitions) is referencing using the APA referencing style.



Step 2: Editing

- ☐ The introduction and conclusion are brief and easy to follow
- ☐ Every paragraph has a topic sentence
- ☐ Every paragraph has a concluding sentence
- ☐ Conclusion summarises main points and restates the thesis statement (in an essay)
- ☐ Linking words such as 'firstly', 'in addition', 'moreover' have been used to move from one point to another
- ☐ Words are not overused or repeated too frequently

- ☐ Informal language and features such as 'etc.' have been removed
- ☐ In-text citations are formatted correctly
- ☐ Quotes, paraphrases and citations flow smoothly with the writer's own words
- ☐ A full list of references is provided at the end of the document on a separate page titled 'References'.



Step 3: Proofreading

- ☐ Capital letters are used at the beginning of new sentences and for all proper nouns (*names, places, titles*)
- ☐ Each sentence ends with a full stop followed by a single space
- ☐ Words are spelled correctly
- ☐ Word usage has been checked (*their/they're/there, your/you're*)
- ☐ Subjects and verbs agree (*he does, they do*)
- ☐ Verb tense is consistent throughout writing (*past/present*)
- ☐ Person is consistent with assignment instructions (*for example, no 'I/me' if stated*)
- ☐ There are no incomplete sentences – each sentence has a subject, verb and object.
- ☐ There are no overly long sentences
- ☐ Document is formatted according to the assignment instructions (*margins, font, text size, spacing, etc.*)
- ☐ All in-text citations are supported by a complete reference in the reference list.



WelTec/Whitireia Writing Series

What is an essay?

An essay is an organized, formal piece of writing that discusses, analyses or evaluates a topic. To write a good essay you need to think carefully about a topic, research it thoroughly, then plan and write about what you have learned in a logical and coherent way.



Where to start?

Getting started on an essay can be the most difficult part! Follow the steps below to begin your essay.

1. Read the essay brief carefully

Check that you understand the meaning of every word in the brief. Look closely at the assignment marking guide so you know what points you must cover. Also, check the word limit.

2. Brainstorm.

Write down what you already know about the topic. Don't worry about whether your ideas are great at this stage – just get your thoughts flowing! Identify what information you need to complete your essay.

3. Research.

Gather, evaluate, and select information from appropriate sources. Check your course outline, Moodle page or speak to a librarian or learning advisor for ideas about where to gather your information. Make notes of useful and relevant ideas.

4. Make an outline.

Select the ideas you want to include in your essay. Group similar ideas together and consider the order you want to put them in. In point form, jot down what you plan to include in your introduction, each body paragraph and your conclusion.

5. Write!

Using your outline as a guide, write the full introduction, conclusion and body paragraphs of your essay.

6. **Check referencing.** Check that you have used correct referencing in APA format.
7. **Proofread.** Read over your work. Look for awkward phrasing, spelling mistakes and grammar errors.



How to structure your essay

Every essay must have an introduction, body and conclusion. Read your assignment brief to see any additional instructions.

Introduction

(5 – 10% of the word count)

- Provides relevant background information

Body

(80 – 90% of the word count)

- Develops your main ideas and research
- Describes and expands on main ideas
- Uses supporting details such as quotes or paraphrases as examples
- Uses your own words to explain your examples

Conclusion

(5 – 10% of the word count)

- Restates argument
- Summarises main ideas and makes final evaluative comments

Building Writing Skills

Look for the other handouts in the **WelTec Writing Series** to learn more about:

- Writing Introductions and Conclusions
- Writing Paragraphs
- APA Referencing
- Editing, Revising and Proofreading

Examples

Smith (2019) **states** that it is important for a growing company to have sufficient knowledge not only of its target market, but also the actions of its competitors. This approach would ensure that the company could maintain its market position without falling behind its competition.

Smith (2019) **argues** that, “a company’s potential to grow is primarily dependent on its ability to interpret the actions of its customers” (p. 45). This is at odds with Jones (2018), who **claims** that it is the product base that makes a company successful rather than being concerned with the latest trends in the market.

Jones (2018) **concurs** with Brown (2017) that a company’s financial stability is dependent on its customer base. This would mean that customers are more important to a company’s growth than a functioning product base.

Brown (2017) **evaluates** the claim that environmental accounting is a seminal practice for New Zealand businesses, **concluding** that this isn’t always the case. An environmental accounting approach may ensure that New Zealand maintains its clean, green image to the world at large.

Below is a list of words that you could use when reporting what another author is saying when you use their ideas in your writing. Don’t forget you can also use the author you have used to highlight your own opinion.

To agree

accepts
acknowledges
agrees
concurs
confirms
recognises

To conclude

concludes
discovers
sums up

To disagree/question

doubts
questions
challenges
debates
disagrees
disclaims
refutes
opposes

To discuss

explores
comments
discusses

To analyse or examine

analyses
critiques
evaluates
investigates

To present

comments
defines
identifies
presents
shows