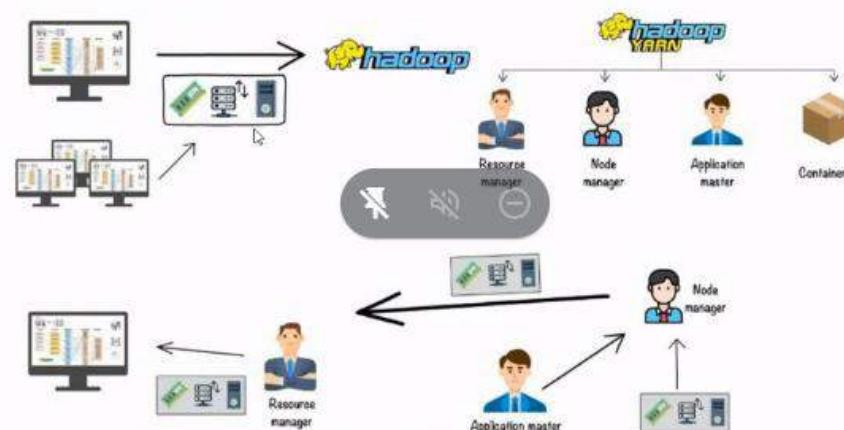


085_Sai Sw

3. Yarn

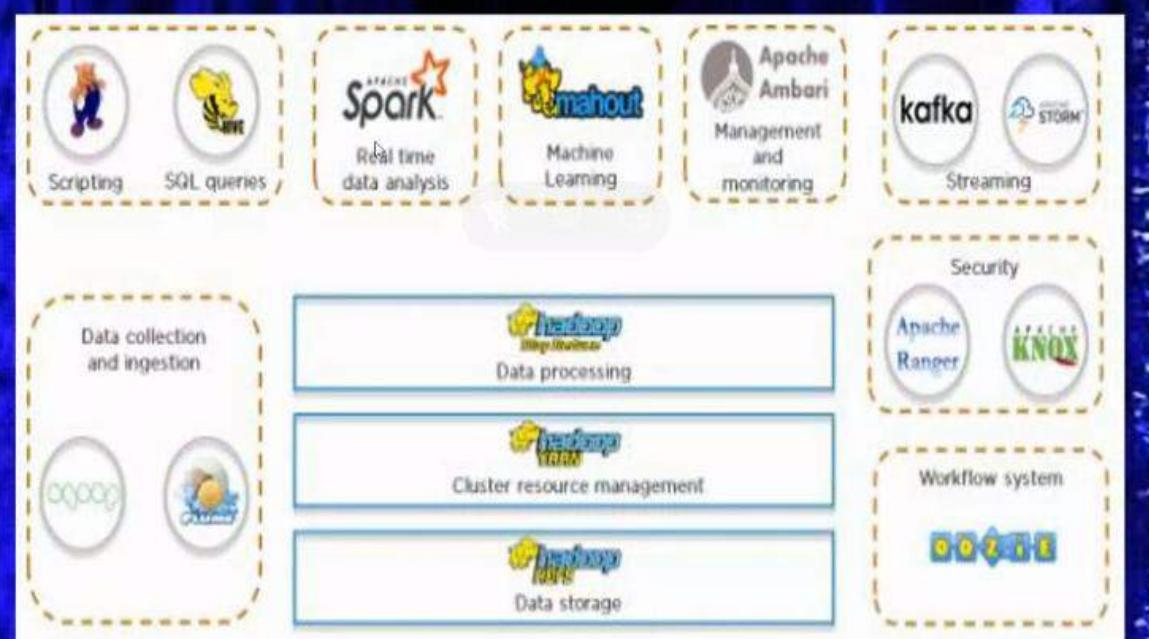
3. YARN





085_Sai Sw

Ecosystem



You ↗



WORDS THAT MAKE YOUR RESUME STAND OUT

Abstracted
Achieved
Acquired
Acted
Adapted
Addressed
Administered
Advertised
Advocated
Aided

Allocated	Compared	Directed	Financed	Introduced	Obtained	Ran	Strengthened
Analyzed	Compiled	Discovered	Fixed	Invented	Offered	Ranked	Stressed
Answered	Completed	Discriminated	Followed	Inventoried	Operated	Rationalized	Studied
Anticipated	Composed	Dispatched	Formulated	Investigated	Ordered	Read	Substantiated
Applied	Computed	Displayed	Fostered	Judged	Organized	Reasoned	Succeeded
Appraised	Conceived	Dissected	Founded	Launched	Originated	Received	Suggested
Approved	Conducted	Distributed	Gained	Learned	Overcame	Recommended	Summarized
Arranged	Conserved	Documented	Gathered	Lectured	Oversaw	Reconciled	Supervised
Ascertained	Constructed	Drafted	Generated	Led	Participated	Recorded	Supported
Assembled	Consulted	Drove	Governed	Lifted	Perceived	Reduced	Surveyed
Assessed	Contracted	Edited	Guided	Listed	Perfected	Referred	Sustained
Assisted	Contributed	Eliminated	Handled	Listened	Performed	Related	Symbolized
Attained	Controlled	Emphasized	Headed	Located	Persuaded	Relied	Synthesized
Audited	Converted	Enabled	Helped	Logged	Planned	Repaired	Tabulated
Augmented	Cooperated	Enforced	Identified	Made	Practiced	Reported	Talked
Authored	Coordinated	Enlightened	Illustrated	Maintained	Predicted	Represented	Taught
Bolstered	Copied	Enlisted	Imagined	Managed	Prepared	Researched	Tended
Briefed	Correlated	Ensured	Implemented	Manipulated	Presented	Resolved	Tested
Brought	Counseled	Established	Improved	Mapped	Prioritized	Responded	Theorized
Budgeted	Created	Estimated	Improvised	Mastered	Produced	Restored	Trained
Built	Critiques	Evaluate	Inaugurated	Maximized	Programmed	Revamped	Translated
Calculated	Cultivated	Examined	Increased	Meditated	Projected	Reviewed	Tutored
Cared	Debated	Exceeded	Indexed	Memorized	Promoted	Scanned	Undertook
Charged	Decided	Excelled	Indicated	Mentored	Proposed	Scheduled	United
Chartered	Defined	Expanded	Influenced	Met	Protected	Screened	Updated
Checked	Delegated	Expedited	Informed	Minimized	Proved	Selected	Upgraded
Clarified	Delivered	Experimented	Initiated	Modeled	Provided	Served	Utilized
Classified	Designed	Explained	Inspected	Modified	Publicized	Set goals	Validated
Coached	Detected	Explored	Instituted	Monitored	Published	Shaped	Verified
Collaborated	Determined	Expressed	Instructed	Motivated	Purchased	Sketched	Visualized
Collected	Developed	Extracted	Integrated	Narrated	Queried	Sold	Weighed
Comforted	Devised	Facilitated	Interpreted	Negotiated	Questioned	Solicited	Won
Communicated	Diagnosed	Fashioned	Interviewed	Observed	Raised	Solved	Wrote

MEDDY SURG

(716) 555-5555

meddysurg@gmail.com; linkedinprofileURL here

EDUCATION

University at Buffalo, The State University of New York

Bachelor of Science in Nursing, May 20XX

GPA 3.7/4.0, Deans List 2 Semesters, Mortar Board Senior National Honor Society, Treasurer

HIGHLIGHTED CLINICAL EXPERIENCE

Surgical Vascular Unit: Buffalo General Hospital, Buffalo NY, January-April 20XX

- Rotated through the Surgical ICU and Operating Room, observed an Aortic Valve Replacement
- Assessed patient needs and utilized therapeutic communication to support both patients and families
- Provided health education while on the unit and during discharge process
- Investigated concerns related to practice on the floor such as occurrences of post-surgical infection in CABG patients and benefits of bedside hand-offs

Cardiac/Telemetry Dedicated Education Unit: Sisters of Charity Hospital, Buffalo NY, November-December 20XX

- Triage and prioritized patient needs, advocating for patient needs throughout shift.
- Researched patient conditions to develop a plan for care and concept map
- Collaborated with the interdisciplinary team to ensure the optimal care for patients

ADDITIONAL CLINICAL EXPERIENCE

Pediatric/Oncology: DEU Unit Women and Children's Hospital, Buffalo NY, September-October 20XX

Psychiatric: Buffalo General Hospital, Buffalo NY, March 20XX

Obstetrics/Labor and Delivery/NICU: Sisters of Charity Hospital, Buffalo NY, February 20XX

Orthopedic Rehabilitation Floor: Kenmore Mercy Hospital, Buffalo NY, October 20XX

RELATED WORK EXPERIENCE

Strong Memorial Hospital, Rochester, NY

Nursing Student Intern: Solid Organ Transplant floor June 20XX-Present

- Shadowed in the Emergency Department and a Pediatric Unit
- Participated in seminars on crash cart orientation, what to do in a code situation, and time management

Blue Cross Blue Shield of Western New York, Buffalo, NY

Outreach Student Nurse Representative: December 20XX-Present

- Educated non-compliant members of preventive health screenings about diabetes, pap tests, and mammograms
- Conducted health risk assessments and encouraged members to join health and wellness program

University at Buffalo Center for Nursing Research

Clerical Assistant: August 20XX-May 20XX

- Researched Evidence Based Practice articles for professor's research projects
- Edited professor's research posters, projects, and papers

LEADERSHIP EXPERIENCE

Nursing Class Representative for Class of 20XX January 20XX-January 20XX

- Advocated for student concerns to course coordinators and faculty to ensure expectations are met

Inter-professional Education and Collaborative Practice January 20XX-May 20XX

- Participated in a semester pilot study involving collaboration with students of Social Work, Pharmacy, Medicine, Dental, Physical Therapy and Occupational therapy

Multicultural Nursing Student Association, Treasurer August 201XX-May 20XX

- Organized events for more than 300 students such as the Nursing Convocation and Pinning Ceremony

Full Time RN Position, Bachelor's Required

Seeking professional Staff Nurse to apply broad-based clinical knowledge to effectively implement health promotion and treatment for acute and chronic illness. Assess and treat patients with health problems through health teaching, health counseling and provision of health care services.

Comprehensive evaluation and health care delivery skills to meet the needs of clinic patients including individuals and families. Focus on patient education and triage experience. Exhibition of excellent time management and organizational skills required. Demonstrated ability to work as part of an interdisciplinary team. Demonstrated leadership ability and advocacy skills. Nurse will utilize communication skills, technical skills and critical thinking ability to provide quality patient care.

Required:

Current NYS registration as a Registered Professional Nurse.

Bachelor of Science in Nursing.

Demonstrated skills in communication, leadership and team work.

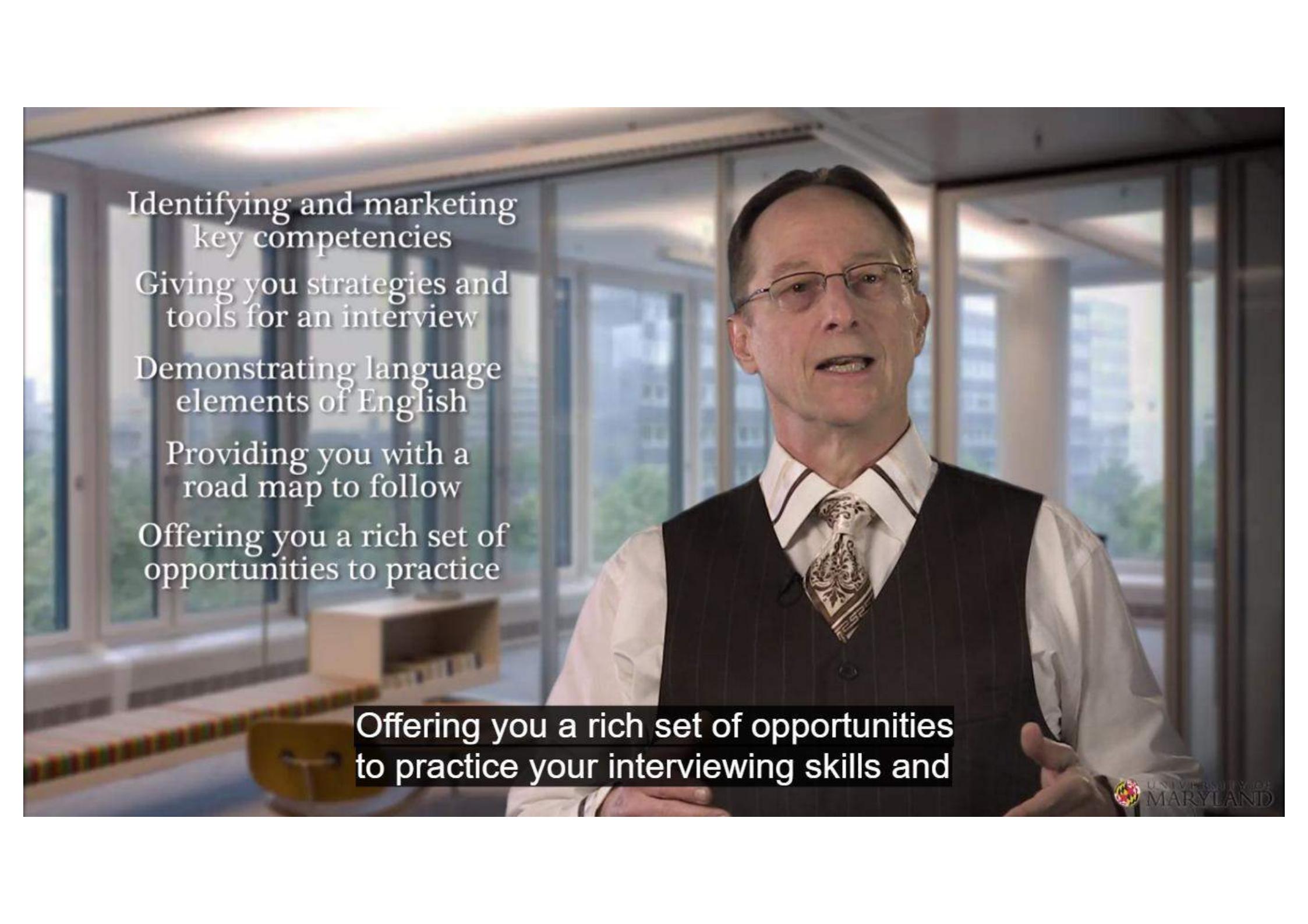
To apply, send resume and cover letter to: HR Team, XXXXX, XXXXXXXX.

THERE IS NO PASSION
TO BE FOUND IN
PLAYING SMALL-
IN SETTLING FOR A LIFE
THAT IS LESS THAN THE
ONE YOU ARE CAPABLE OF
LIVING.



NELSON MANDELA

[MUSIC]

A middle-aged man with glasses, wearing a dark pinstripe vest over a white shirt and a patterned tie, is speaking to the camera. He is positioned in front of a large window that looks out onto a city skyline. The background is slightly blurred.

Identifying and marketing
key competencies

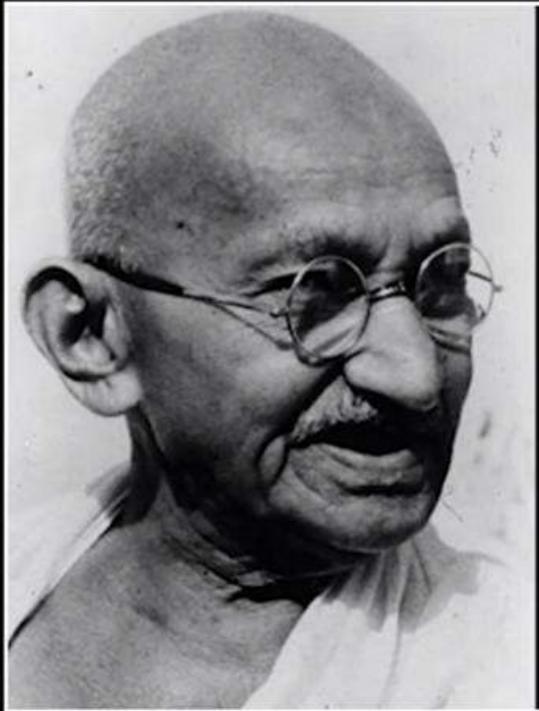
Giving you strategies and
tools for an interview

Demonstrating language
elements of English

Providing you with a
road map to follow

Offering you a rich set of
opportunities to practice

**Offering you a rich set of opportunities
to practice your interviewing skills and**



Find purpose. The means will follow.

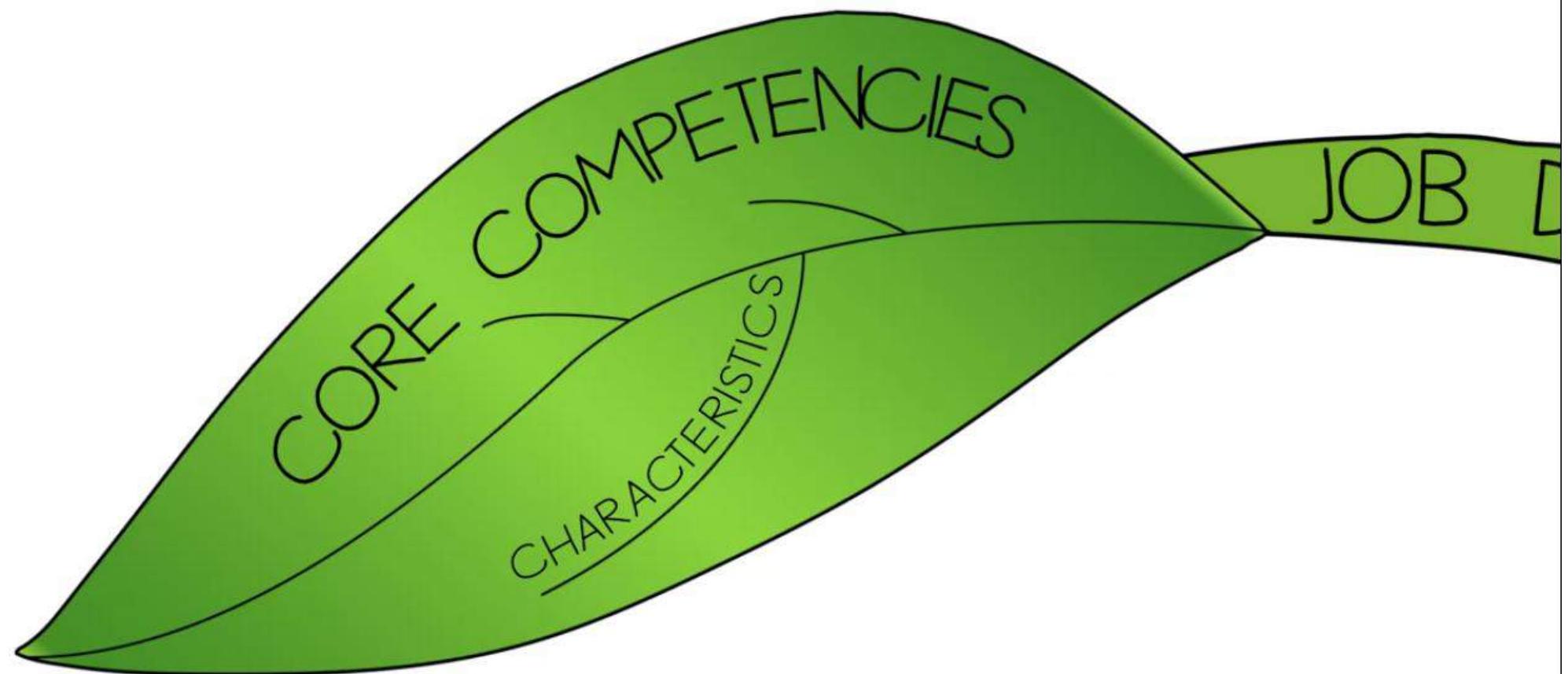
— *Mahatma Gandhi* —

[MUSIC]

WHAT IS THE ORGANIZATION LOOKING FOR?



Well simply stated, the best candidate for the job.

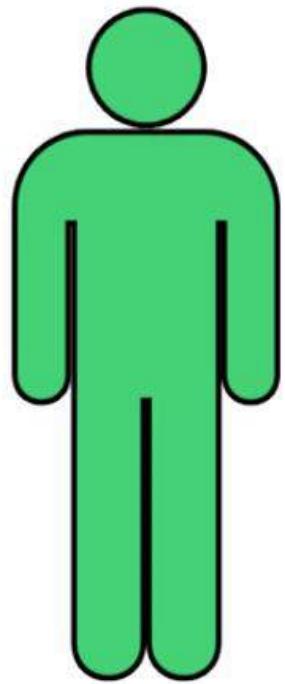






PREMIERE TECH COMPANIES





1. WHAT WORK DO YOU WANT TO DO?
2. WHAT WORK CAN YOU DO?
3. WHERE IN THE WORLD DO YOU WANT TO WORK?
4. IN WHAT KIND OF WORKING ENVIRONMENT DO YOU WORK BEST?
5. WITH WHAT KIND OF PEOPLE?
6. IN WHAT KIND OF ORGANIZATION?



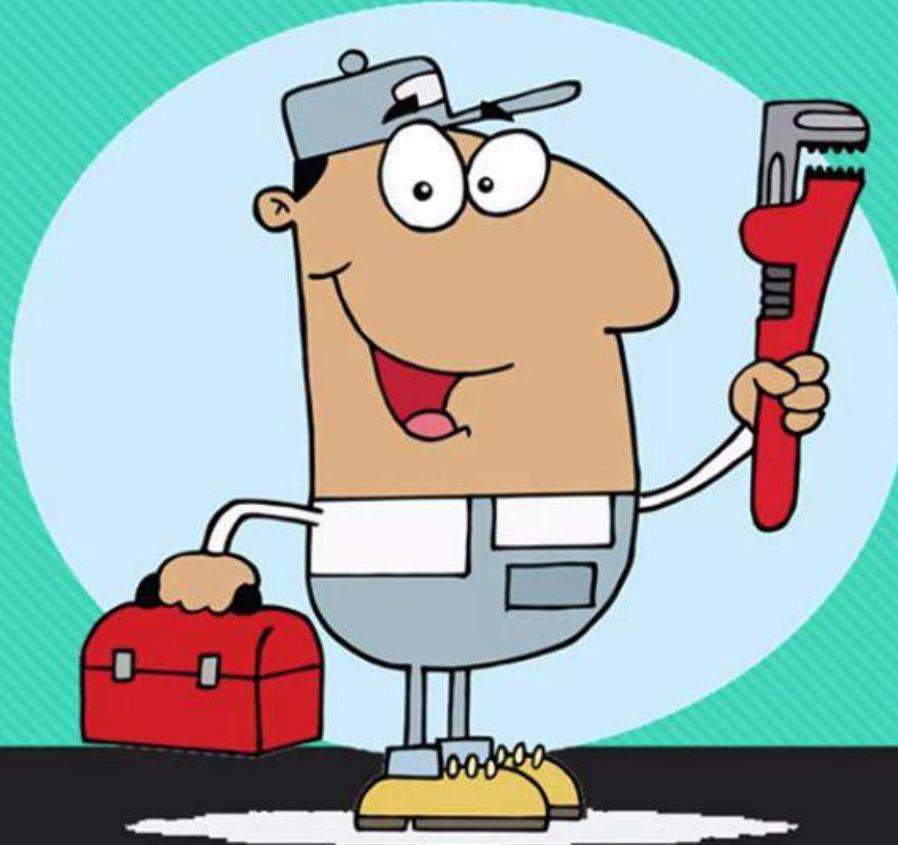
'Know thyself' was written over the portal of the antique world. Over the portal of the new world, 'Be thyself' shall be written.

(Oscar Wilde)

izquotes.com



Practical, Hands-On Work
Electronics, Mechanics
Engineering, Lab Work



Realistic – they're often good at electronics and mechanics or engineering and lab work.





Work with Ideas

Enjoy Analyzing Problems

Figuring Out Solutions



Investigative – the “I, investigative interests,
relate to thinking.





Work in Unstructured Ways
Coming up with New Ideas
Design, Development



Artistic – the “Creators”





Work Directly with People
Enjoy Teaching & Counseling
Communicating, or Curing Others



Social – the “Helpers”





Like to Start New Projects
Enjoy Influencing & Persuading
Promoting Ideas, Managing People



Enterprising – the “Persuaders”



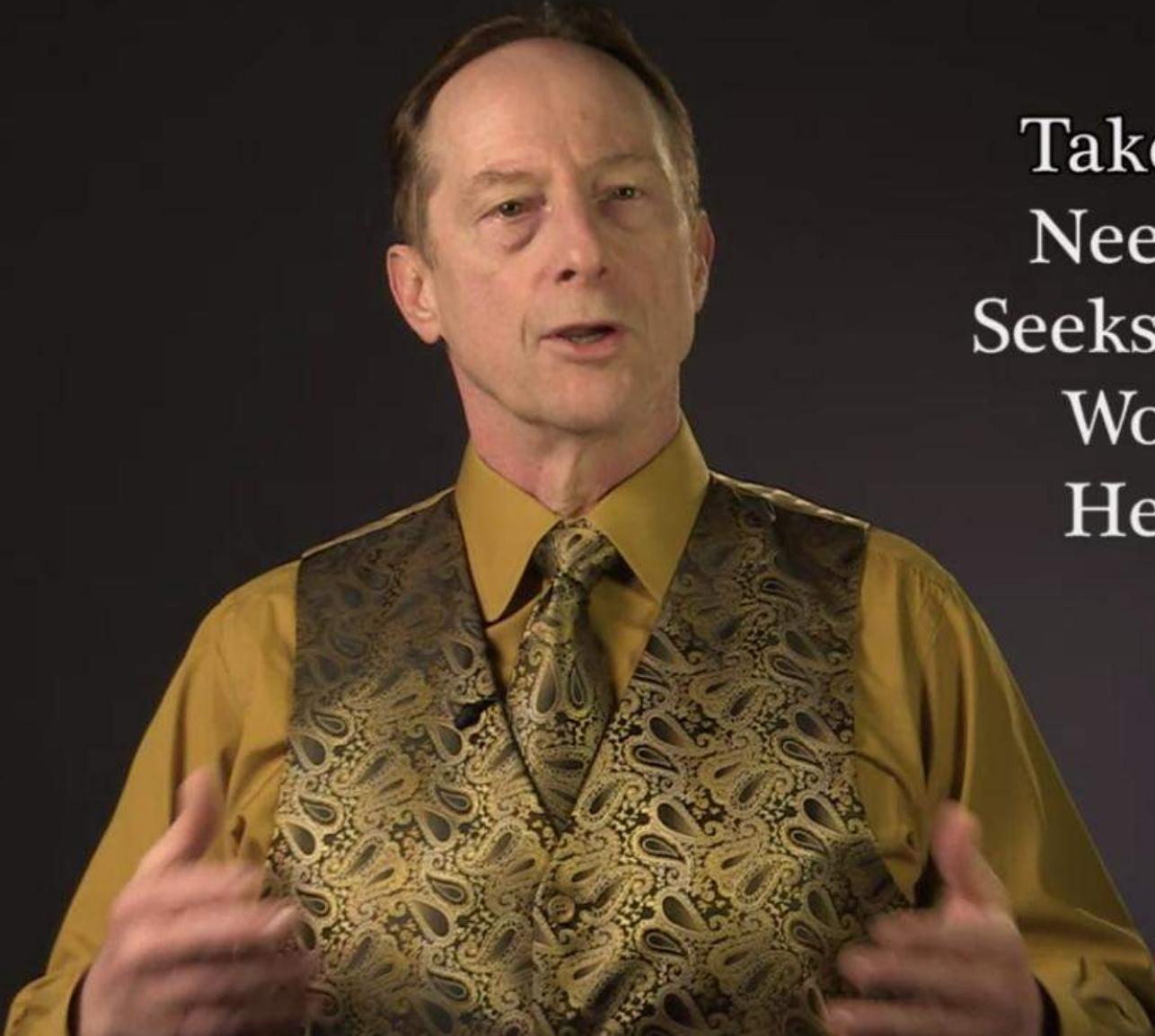


Like to Make Sure Projects Work
Enjoy Structured Work Situations
Often Good with Details



Conventional – the “Organizers”





Takes the lead
Needs support
Seeks recognition
Works alone
Helps others



**"Think of 3 times recently
when you put in extra effort
to keep a promise."**



"Do others believe they
can rely on you?
How do you know?"



**"Do you take the extra time to
make sure that it is the best
you could do?"**



Resourcefulness → the noun



Resourceful — the adjective



Creativity

+1



Problem Solving



Working part-time
while studying for a degree



Taking on new responsibilities
without being asked



"Are you good at making
up your mind?"



Decisive —→ the adjective



Decisiveness —the noun



Indecisive —the adjective
meaning not decisive



Make a decision

↓
in English we make
decisions, not take them



Five Barriers to Decisiveness

1. Fear of making the wrong decision
2. Feeling you need more time to make a decision
3. Wanting others to make the decision for you
4. Delaying a decision until you have "all the data"
5. Giving into a habit of indecisiveness

"Are you able to plan ahead successfully?"

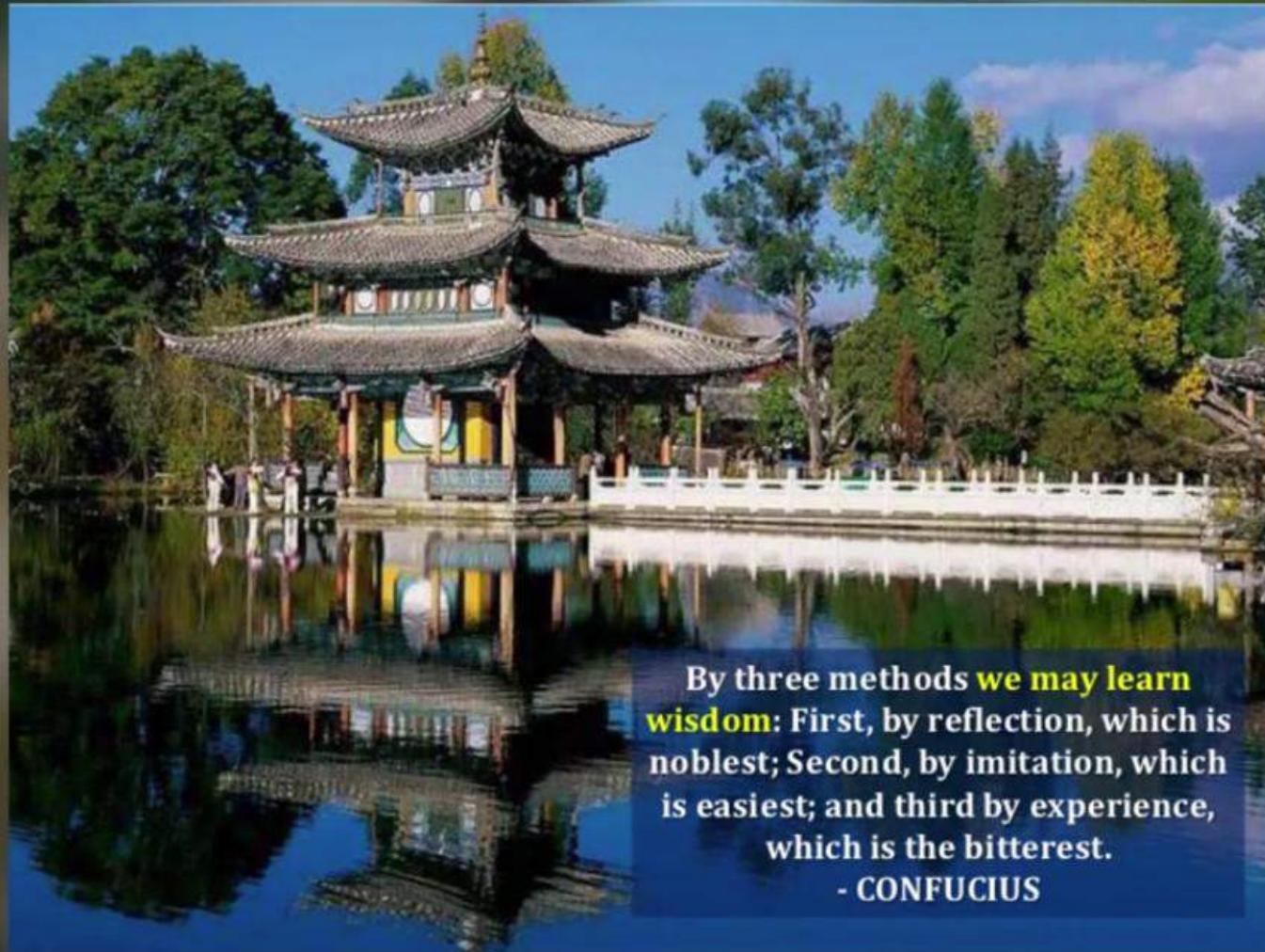


"Are you good at getting
other people to agree
with you?"



"Get others to buy into an idea."





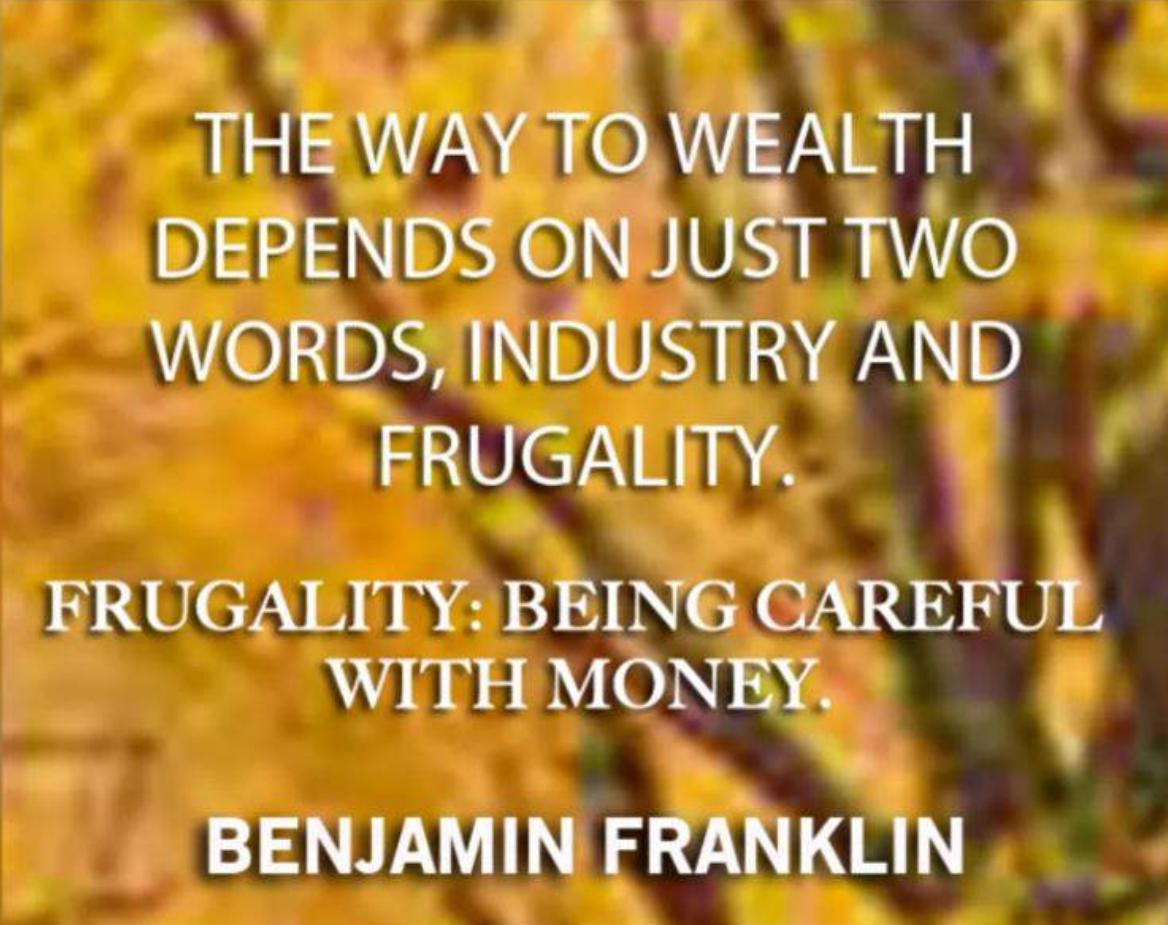
By three methods we may learn wisdom: First, by reflection, which is noblest; Second, by imitation, which is easiest; and third by experience, which is the bitterest.

- CONFUCIUS

Oracle: Someone who knows a lot about a subject and can give good advice.



the Oracle of Omaha because of his
priceless wisdom about investing in life.



THE WAY TO WEALTH
DEPENDS ON JUST TWO
WORDS, INDUSTRY AND
FRUGALITY.

FRUGALITY: BEING CAREFUL
WITH MONEY.

BENJAMIN FRANKLIN

[MUSIC]

- 
- A man with glasses, wearing a white shirt, a dark pinstripe vest, and a patterned tie, is speaking and gesturing with his right hand. He is positioned in front of large windows that look out onto a city skyline. In the foreground, there's a wooden desk with some papers and a small model boat.
1. List Your Top 25 Goals
 2. Pick the Top 5
 3. Make Your Top 5 Plan
 4. Commit
 5. Repeat #4

know your avoid at all costs list,
and stick to it.



If you want to live a happy life, tie it to a goal, not to people or things.

Albert Einstein – 1879-1955, Theoretical Physicist

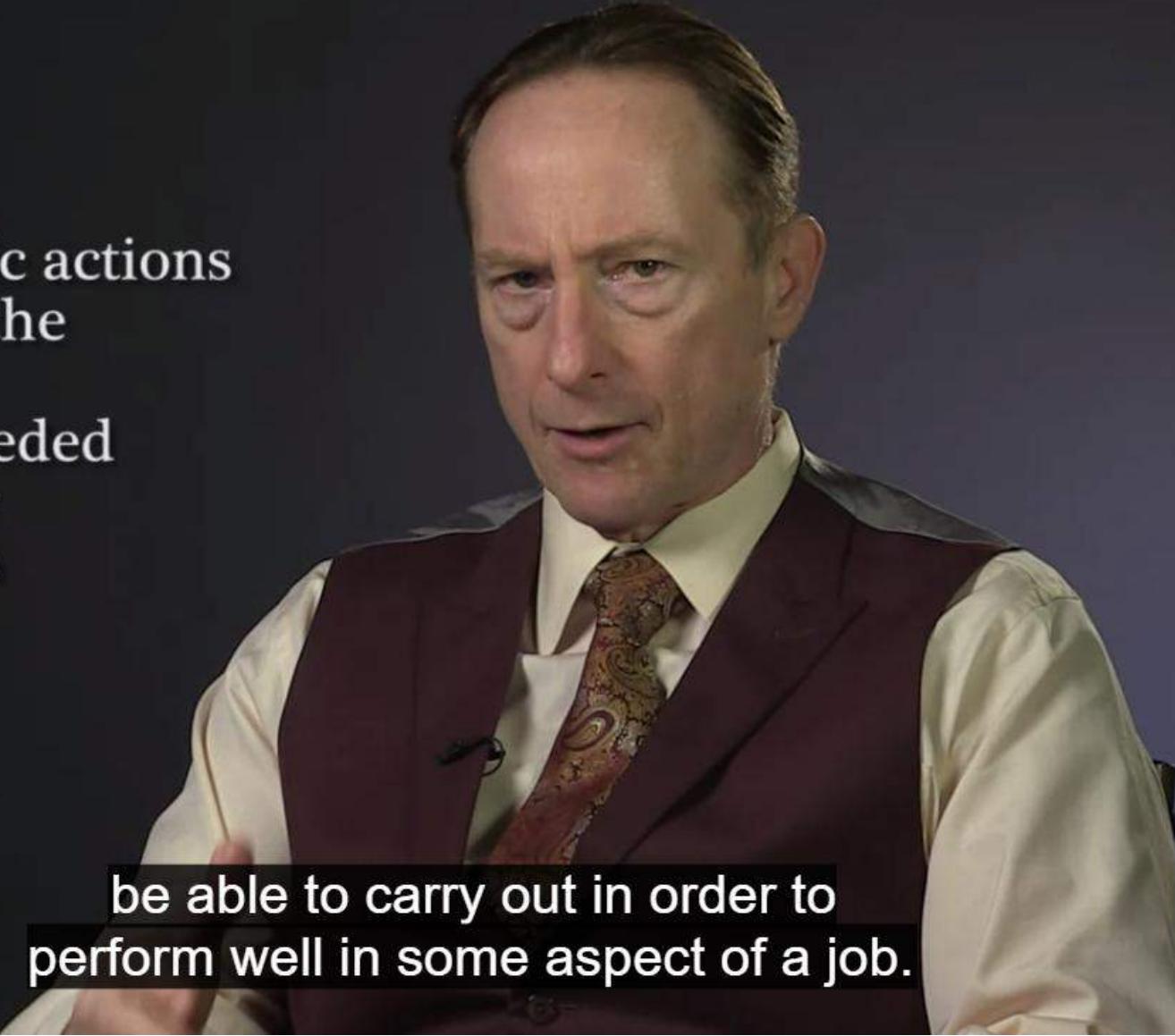
INSIGHT
OF THE DAY

To paraphrase Albert Einstein,
if you want to lead a happy life,

Top 10 Most Wanted

1. Communication Skills
2. Evolutionary Skills
3. Self-Motivation
4. Teamwork
5. Technical Skills
6. Strength of Character
7. Interpersonal Skills
8. Flexibility and Adaptability
9. Planning and Organization
10. Problem-Solving Skills



A middle-aged man with short brown hair, wearing a maroon vest over a light-colored shirt and a patterned tie, is speaking. He is gesturing with his right hand. The background is dark.

A set of specific actions
carried out at the
given level of
proficiency needed
to successfully
complete a job

be able to carry out in order to
perform well in some aspect of a job.

"A set of specific actions"



Skill + Knowledge





MEI Maryland
English Institute
Language skills that last a lifetime

You demonstrate the ability to ensure that information is passed on to others who should be kept informed.

You show **attention** to communication.

It's a demonstrated priority in your work.





You demonstrate the ability to
express yourself clearly in
conversations and interactions
with others.

You are a **competent** oral communicator.
As a competent oral communicator,
you speak clearly and can be understood.





**You demonstrate the ability to
express yourself effectively in
business writing.**

You are a competent written communicator.

Now what about written communication?





MEI Maryland
English Institute
Language skills that last a lifetime

**You demonstrate the ability to
gain others' support for ideas,
proposals, projects and solutions.**

**You are a competent persuasive communicator.
To demonstrate persuasive communication
competency, you present your ideas so**





Your big opportunity may be right where you are now.

Napoleon Hill - Author and Speaker

INSIGHT
EDAY
UNIVERSITY OF MARYLAND

this lesson because I want to remind you of what's at stake here.



Competencies- benefits you market

interests than they are about what you can do to help their business prosper.





Competencies- a common language

How can an employer know how you will perform in the position?



Competencies demonstrate value

Competencies show your expertise and value to an employer.



You are never given a dream without also being given the power to make it true. You may have to work for it, however.

Richard Bach - Author

INSIGHT
OF THE DAY



**Every salesman knows
that facts tell but stories sell.**



Yes, your resume may be impressive,

Results and Performance Driven

Description of Behavior

Goal oriented; remains persistent when obstacles are encountered; encourages others to be accountable for their actions; relentlessly focused and committed to customer service; thinks creatively.

Key Examples

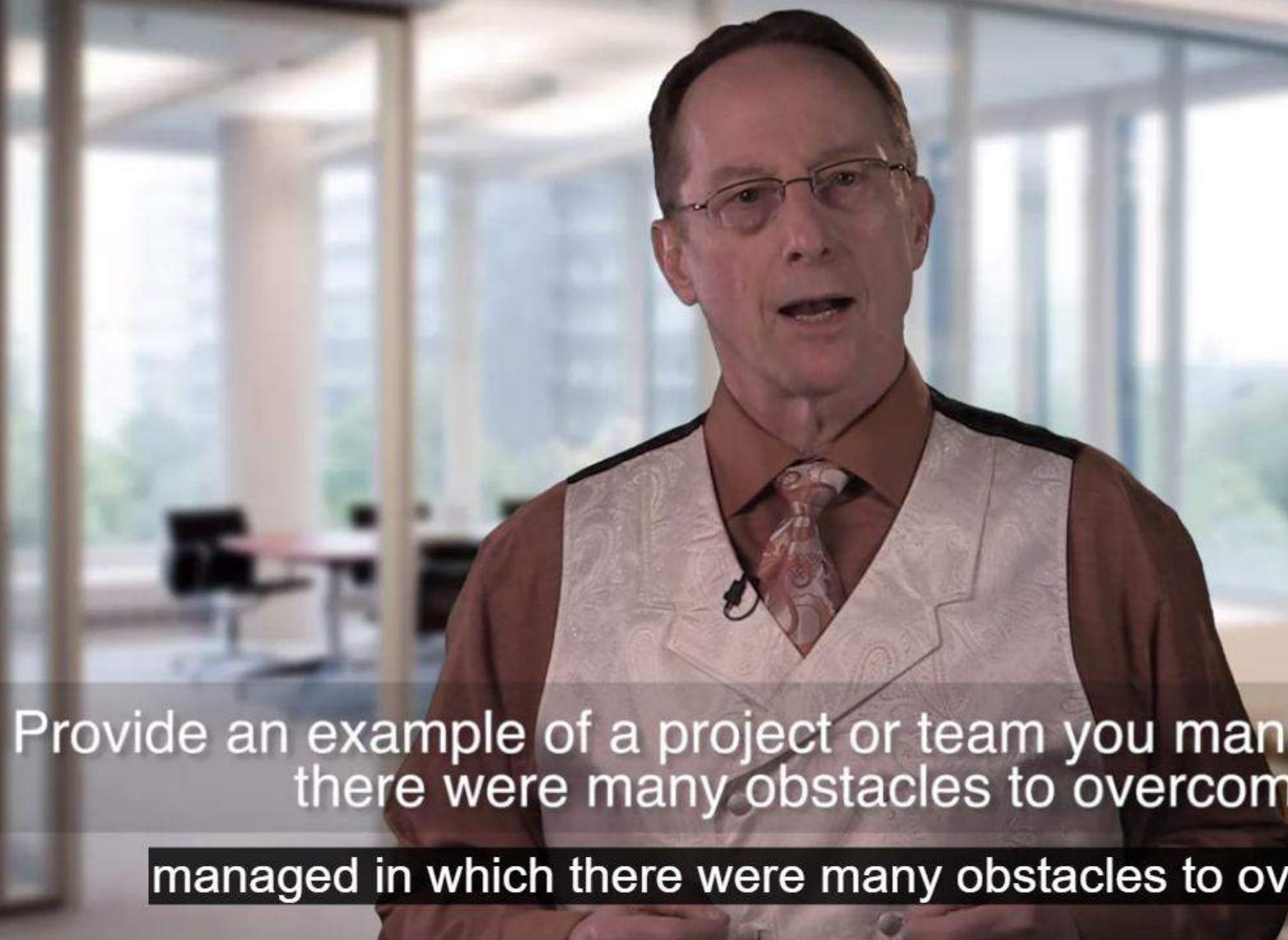
- Flawless execution – Holds self, direct reports, and others accountable for seamless and compliant execution of tasks and projects.
- Accepts stretch goals – Eagerly embraces stretch goals; measure achievements through metrics.
- Customer-centric thinking – Makes the customer the center for all decisions to build value; imposes customer focus on others and challenges them to exceed customer expectations.

Notice the description of desired behaviors on the left.

Planned Questions

1. Describe an instance when you were particularly effective at achieving results. What steps did you take?
2. Think of a time when you consistently exceeded internal or external customer expectations. How did you do this? What approach did you use?
3. Provide an example of a project or team you managed in which there were many obstacles to overcome. What did you do to address those obstacles?
4. It is not always easy to achieve required work goals or objectives. Describe a stretch goal or objective that you were able to achieve. Why was this a stretch goal? How did you achieve this goal or objective?

which are sometimes called behavioral interview questions.



Provide an example of a project or team you managed in which there were many obstacles to overcome.

managed in which there were many obstacles to overcome.

"Probably the best example is..." (Who, What, When, Where --the opening)

"The problem was..." (1st obstacle)

"As the team leader, I decided..." (1st decision)

"To do this effectively, I had to..." (1st plan of action)

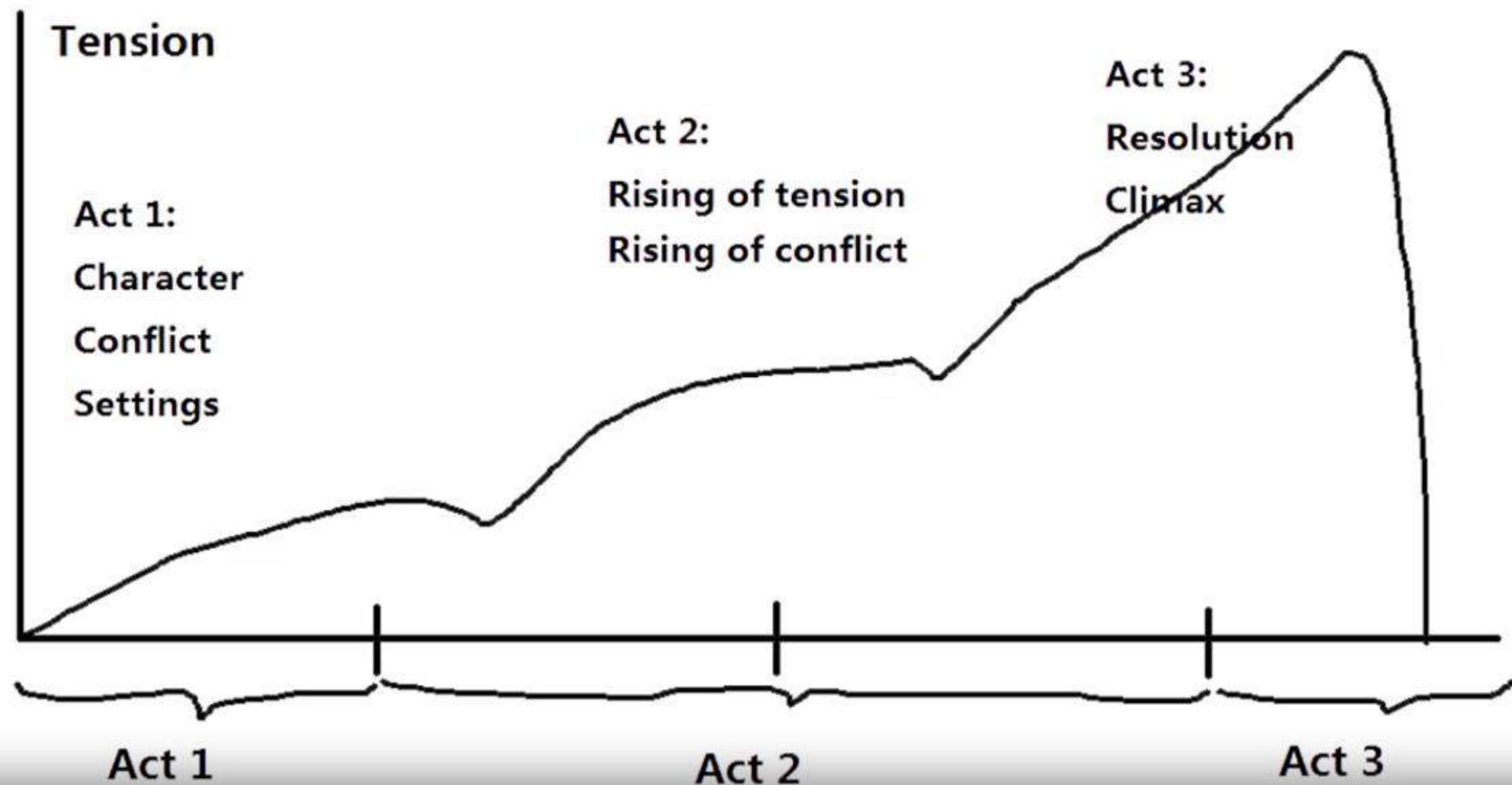
"Unfortunately, this meant that..." (2nd obstacle)

"But by doing... I managed to..." (2nd obstacle overcome)

"The result was..." (Happy Ending)

Thus, the candidate presents this story,

Storyline

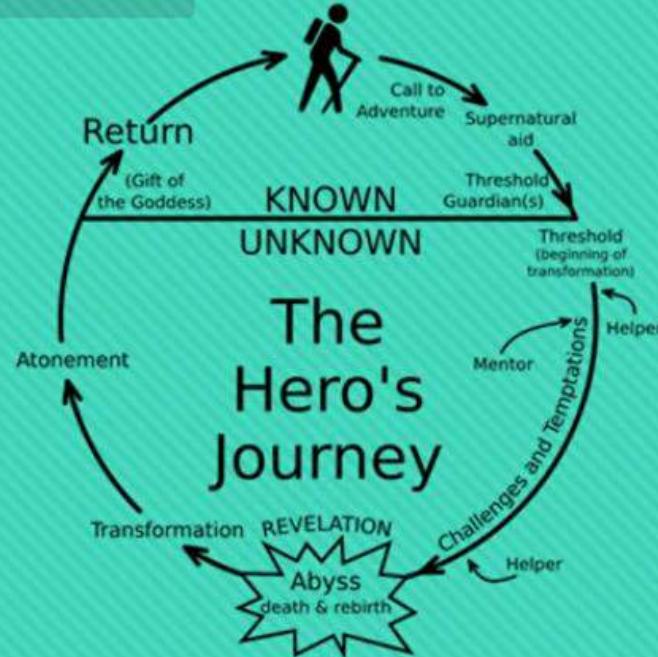




MEI Maryland English Institute
Language skills that last a lifetime

Press **Esc** to exit full screen

Building Your Story File



with Charles Duquette

[MUSIC]



Job Seeker
Statement of Professional Accomplishments
Giant Company, Inc. / Southeast US Regional VP

email@GiantCompanyWebsite.com

123.456.7890

- Completed special assignments on inventory phase-outs, unallocated materials, and obsolete inventory resulting in savings to the company of \$1,500,000.
- Improved operation scores for district to 90% from 82% in prior years as a result of group and individual coaching of district front line employees.
- Delivered a 12% profit increase over prior regional management by establishing new institutional accounts resulting in \$6,000,000 of new revenue.

**Here are the first three entries
from the accomplishments inventory**

Educated English speech consists of three main components.



English consists and educated English consists of three main components.

Melody, the third component, consists of a pitch jump on the word with focal stress, then the movement of pitch after the jump.

They won the game?

What was the score?

So not score, they won the score.

Focal stress and phrase melody work together.

. o . . |
I'm going to Bóston.

I'm léaving tomórrow.

Pléase ópen the wíndow.

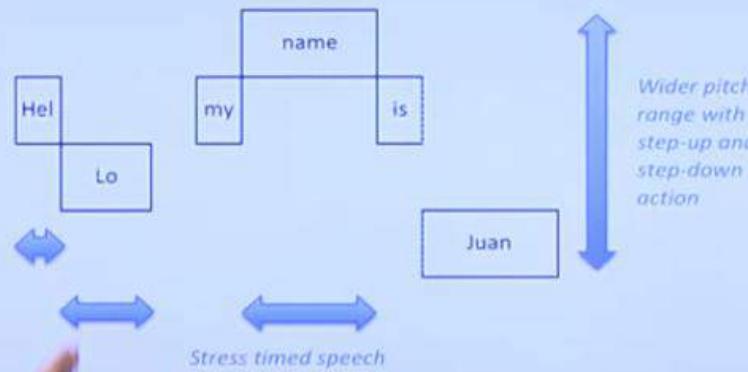
Whén are you góing?

Whó will you be vísiting?

The focal stress and
phrase melody, they work together.



English uses a wide pitch range with stress-timed rhythms.



Hello, my name is Juan.

Remember These Four Principles

- Focusing on rhythm and intonation will help you most to develop clear speech.
- Improvement happens because of what you do, not what you know.
- Improvement takes place gradually.
- Improvement takes place primarily in self-talk and covert rehearsal.

So these are the four principles that I want you to think about going forward.



Jump-Up and Step-Down Intonation

The most important characteristics of
English intonation.



namely, jump-up and step-down intonation.

The first skill to learn is the jump-up and step-down action of English intonation.

I'M TO
VE- RY HAP- PY

MEET YOU.

I'M VERY HAPPY TO MEET YOU.
I'M GOING OUT OF TOWN NEXT WEEK.
I'LL GET BACK TO THE OFFICE ON SATURDAY.

I'LL CALL HIM ON THE TELEPHONE.
I'D LIKE TO MAKE AN APPOINTMENT.
THANK YOU FOR CALLING.



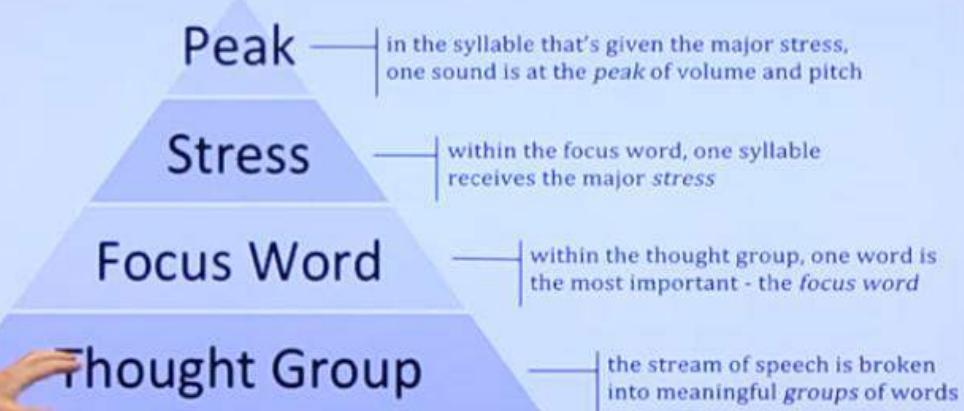
I'm very happy to meet you.

English speakers use a wide range of pitch changes within the *natural register* of their voice.

Level 4	Extra High	surprise, anger, disbelief, strong emphasis	used to express strong emotions and emphasis
Level 3	High	stressed syllables, yes/no questions.	Most of the time English speech flows between Levels 2 and 3.
Level 2	Middle-Low	unstressed and reduced syllables	
Level 1	Extra Low	glides at the ends of phrases, sentences and wh-questions	most thoughts end with falling pitch in level 1

we start typically middle-low,

Speakers help listeners follow their message by using thought groups.



At the base here,
we have the thought group.

Listeners depend heavily on phrase rhythm to make sense out of your message.



"Alfred," said the boss, "is stupid."



Alfred said, "The boss is stupid."

Criteria	Signals of Thought Group (Intonation Unit) Boundaries	
	Sentence A (3 intonation units)	Sentence B (2 intonation units)
Number of pitch contours	3: Alfred / said the boss / is stupid	2: Alfred said / the boss is stupid
Number of lengthened syllables	3: AL-fred, BOSS, STU-pid	2: AL-fred, STU-pid
Number of pauses	3: after Alfred, boss, stupid	2: after said, stupid
Frequency of pitch reset	2 resets at: said, is	1 pitch reset at: the boss

So we have here two statements,
both of identical language.

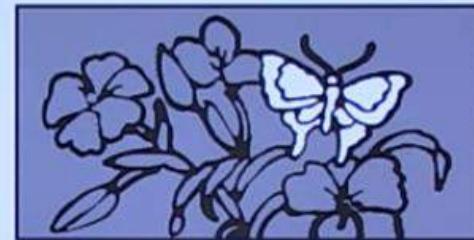
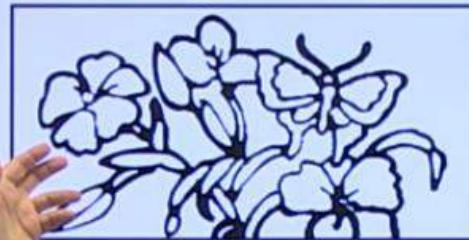
The more thought groups you use, the more emphatic your message.

A pause has some power to draw your attention to what the speaker is trying to say.

A pause has some power | to draw your attention | to what the speaker is trying to say.

attention to what you're trying to say.

Focus words are emphasized to stand out.



Emphasizing a focus word. From Gilbert (2005).

We have nothing differentiates
the various elements of the picture.

A pause signals the end of a thought group.

A *pause* gives listeners time to think about what was just said. If people have trouble understanding you, pausing at the end of each major thought group can help them to understand you better.

Listen to these sentences and notice how pauses are used between the thought groups.

1. I'd like six oranges, and two wedges of cheese.
2. When you get there, call me, and I'll come get you.
3. "Let's go for a walk," I said. But she replied, "I'm busy."

When you get there, call me and
I'll come to pick you up.



List intonation does not step down.

When a sentence contains a series of items, each item is a separate thought. There is often a rise in pitch on each item in the series. But on the final item in the series, the pitch rises and then falls. That means “the end.”

Listen to the following sentences. Notice how the pitch rises and falls on the last item in each series.

I visited the museum, the library, and the park.

We ordered soup, salad, coffee, and pie.

List intonation is
a different characteristic.

Your best practice is to mirror native speech.

- <http://www.ted.com/> - Includes Transcripts
- <http://tunein.com/radio/talk/>
- <http://www.learnoutloud.com/Podcast-Directory>
- <https://www.englishlistening.com/>
- <http://www.ello.org/> - English Listening Lesson Library

You can search by three-minute,
four-minute.

Neutral focal stress occurs on the last stressed syllable in a thought group.

○ ●
Randy's going. ↴

○ ○ ●
Randy's going to work. ↴

○ ○ ○ ●
Randy's going to work nights. ↴

that's typically on the last important word in a thought group.

Focal stress normally falls on content words.

Content Words

nouns

verbs

adjectives

adverbs

Sometimes Carry Content

Demonstratives (this, that)

Interrogatives (who, what)

Function Words

articles

prepositions

personal pronouns

possessive adjectives

relative pronouns

conjunctions

auxiliary verbs

words that carry information.

More specifically, focal stress signals new information.

We use a pH meter | to measure the acidity or alkalinity
of compounds. | If the value is lower than seven, |
then it's an acid. | If the value is larger than seven, |
then it's a base. | If the value is exactly seven, | we
call this a neutral compound. | For example, | water is a
neutral compound.

So I will read this.



New information can be in one word or a string of words, but focal stress will typically fall on only one word.

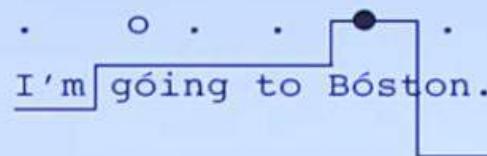
○ ○ ●

If the value is lower than seven,

all right, but typically falls on one word.



Focal stress and phrase melody work together.



I'm léaving tomórrow.

Pléase ópen the wíndow.

Whén are you góing?

Whó will you be vísiting?

Now we can see how the phrase melody and focal stress work in combination.

Contrastive stress is often used in conversation.

A Business Class:

Instructor: How much did company A increase in sales?

Student: By about 12 percent.

Instructor: And how much did company B increase in sales?

Student: Around 40 percent. They had a bigger advertising budget.

is a very common element in conversation.

Emphatic stress signals new information.

What color's your car?	It's red. Dark red.
Where's Seoul?	It's in Korea. South Korea.
Did Helen like the present?	She was delighted. Really delighted.
What did you think of the film?	It was boring. Terribly boring.
Have you seen my car keys?	They're in the drawer. The top drawer.

focal stress for emphasis.

Focal stress can be used to change the meaning of a statement.

She doesn't think he should get that job.

- a. Somebody else thinks he should get the job.
- b. He should get another job.
- c. It's wrong that he's going to get that job.
- d. Somebody else should get that job.
- e. It's not true that she thinks he should get that job.
- f. She knows he's going to get that job.

Focal stress will change the meaning of a sentence,

Make sure you use pitch to signal focal stress.

I said she might consider a new position.

- a. Not just any position.
- b. It's a possibility.
- c. It was my idea.
- d. Not another person.
- e. Not something else.
- f. Don't you understand me?
- g. She should think about it. It's a good idea.

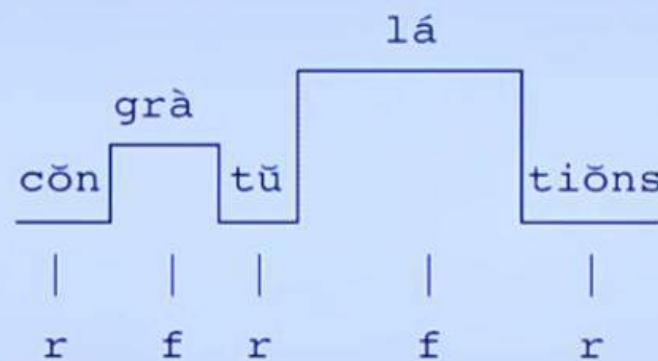
I said she might consider a new position, neutral stress.

To be clearly understood, you must master word rhythm.

We store words under stress patterns and we find it difficult to interpret an utterance in which a word is pronounced with the wrong stress pattern – we begin to “look up” possible words under this wrong stress pattern. Brown (1990, 51)

stress on the correct syllable is extremely important.

Word rhythm entails the alternation of vowel quality, syllable length, and pitch level.



Congratulations.

This really happened.

S: Professor, can you help me with comedy?
T: Comedy?
S: Yes, comedy is big problem.
T: I don't quite follow.
S: (Patiently) Problem – this is worry.
T: Yes, a worry. Um...you mean you have a problem with a comedy on TV?
S: TV? (Trying again) My advisor put me on department comedy. Everybody on comedy, all the time argue.
T: Oh, you mean committee!
S: Yes, what I told you, comedy.

"Comedy?" "Yes, comedy is big problem."

Other word pairs are easily confused.

w-S-w

committee

canary

objective

envelop

component

components

concur (w-S)

descent (w-S)

S-w-w

comedy

cannery

adjective

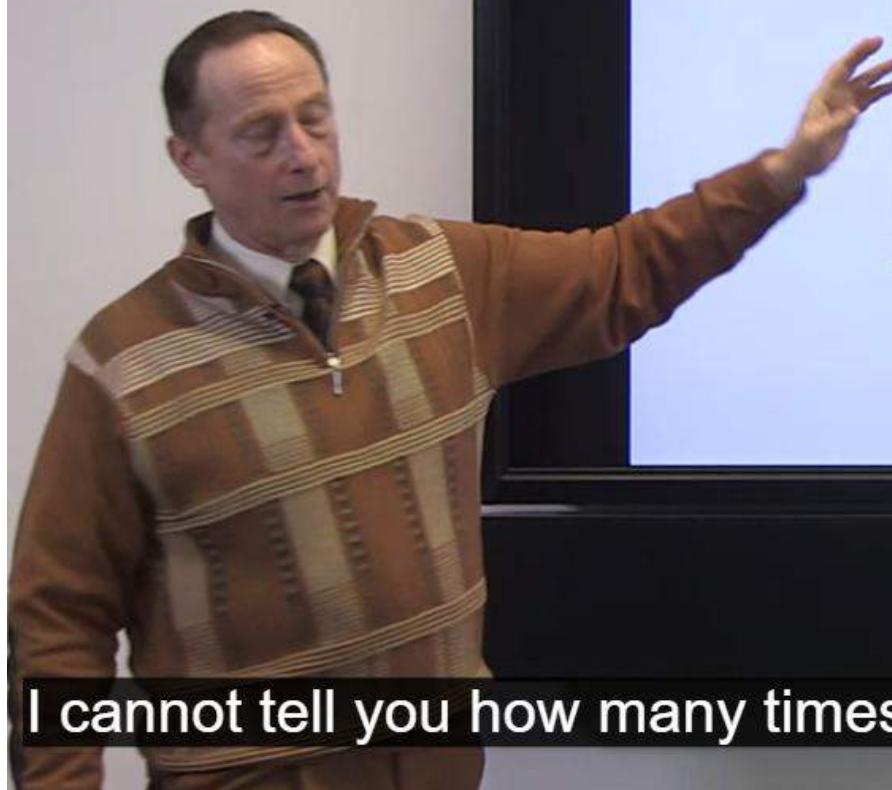
envelope

competent

competence

conquer (S-w)

decent (S-w)



I cannot tell you how many times I have heard this word pronounced, adjective,



Word families can also cause confusion.

SIM	ple

SIM	pli	fy

sim	pli	fi	CA	tion

PLIS	

we then come simplification and simplistic.

The most important stress rule of English is the Key Strong Stress Rule (KSR)

recíp(ient	mortíc(ian	sanatór(ium
emót(ional	exprópr(iate	mátr(iarch
evás(ion	imperféct(ion	unoffic(ially
sén(ior	concíl(iate	sóc(ial
párt(ial	antér(ior	atróci(ous
íd(iom	crúc(ial	disór(ient

All have

- one of these series of letters: -ia-, -io-, -iu-, -ienC
- at least one syllable to the left of the series.

These are words that have,

Here's how the rule works.

Key Strong Stress Rule

For words with key rule endings (iV
strong sequences),
Stress the Key Syllable

we stress the key syllable.



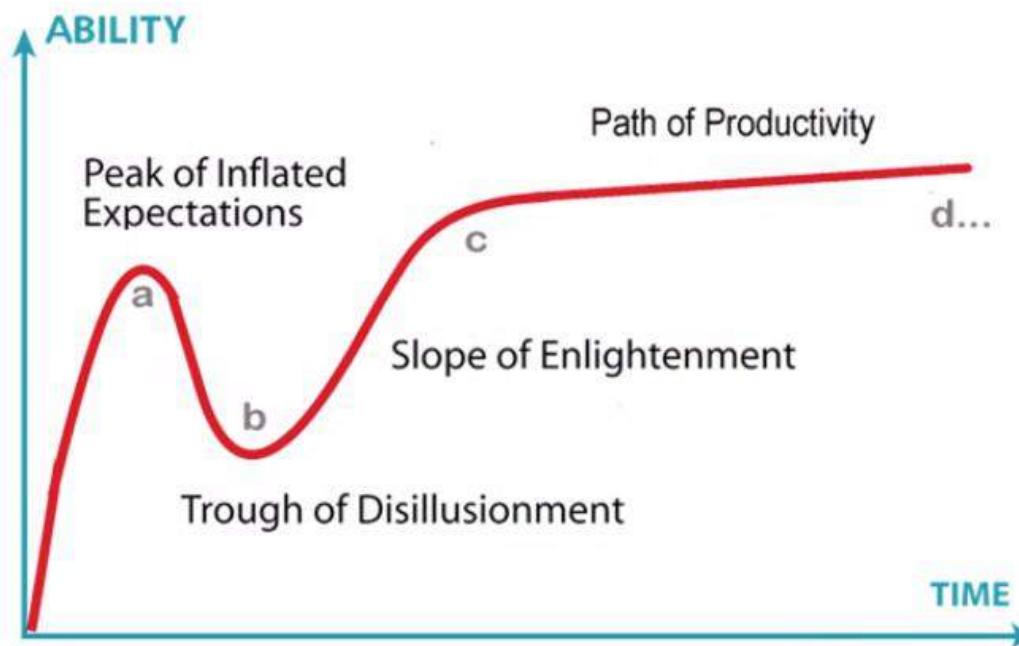
Here are the key points for you to take away:

1. Misplaced stress confounds listeners.
2. Stress is an important part of a word's pronunciation.
3. Stress is shown through jump-up and step-down intonation.
4. Stress can often be predicted, but must always be learned.
5. Regular practice will help you produce English stress patterns.



As I said, with example with adjective,

The Language
Learning
Cycle



This, I think, more fairly represents
the language learning cycle.





Modern analyses of real data suggest that much of what we say, and a significant proportion of what we write, consists of prefabricated multi-word items. Fully fixed expressions must be acquired as wholes in precisely the same way as individual words or very strong collocations.

Michael Lewis, *The Lexical Approach*

- 3 Languages are acquired in three fabricated chunks;



UNIVERSITY OF
MARYLAND



take your time	off the top of my head	around and around	according to
in front of		excuse me	
have no idea	in order to		once in a while
	a long time ago		
by the way	<i>attention span</i>	very carefully	
in the background		of course	to get ahead
generally speaking	drive me crazy		according to
	YOU KNOW	good luck	
BACK AND FORTH		Jump up and down	
	make ends meet		time and time again

The key to understanding language chunks is that at first they're acquired unanalyzed.



MEI Maryland
English Institute
Language skills that last a lifetime

miss resist
enjoy dislike recall risk
avoid despise appreciate
understand recommend involve
recommend anticipate keep
tolerate postpone
suggest Admit imagine help
discuss forgive
resent mention complete practice
resume consider deny
ING report
delay mind

I didn't learn that the verb practice takes a gerund complement.



UNIVERSITY OF
MARYLAND



What do we *make* in English?

- make an appointment
- make an attempt
- make changes
- make an effort
- make an impression

2

make an impression, make an impression on something,





What do we *make* in English?

- make an appointment
- make an attempt
- make changes
- make an effort
- make an impression
- make a mistake
- make money
- make progress
- make a speech
- make a suggestion

make a speech, make a suggestion.





What do we *take* in English?

- take action
- take a break
- take a look at something
- take news badly
- take notes
- take a walk
- take an interest in something
- take news well

take news badly, take news well.





What do we *have* in English?

- have an accident
- have an argument
- have difficulty
- have an idea
- have a headache
- have breakfast, lunch, dinner - have a meal
- have a meeting
- have an appointment
- have an interview
- have problems
- have time

have a problem, have time,





team	flexible	proven	short-term	skeleton
in-service	repetitive	heavy	high-powered	competitive

- a. He didn't want the stress of a *** job.

team	flexible	proven	short-term	skeleton
in-service	repetitive	heavy	high-powered	competitive

- b. He couldn't stand *the repetitive work* of the production line.



work where you do the same thing over and over again.



team	flexible	proven	short-term	skeleton
in-service	repetitive	heavy	high-powered	competitive

- c. The company offers a *competitive salary*.

that means a salary that is either



team	flexible	proven	short-term	skeleton
in-service	repetitive	heavy	high-powered	competitive

d. Does your job allow you to work *flexible hours*?

flexible hours.





team	flexible	proven	short-term	skeleton
in-service	repetitive	heavy	high-powered	competitive

- e. She's hired an assistant to help with her *heavy workload*.

Her heavy workload.



team	flexible	proven	short-term	skeleton
in-service	repetitive	heavy	high-powered	competitive

- f. She joined the company on *a short-term contract*.

a short-term contract, that's a contract to work through a short period of time.



team	flexible	proven	short-term	skeleton
in-service	repetitive	heavy	high-powered	competitive

g. We gathered in my boss' office for a *team meeting*.

that's a meeting that includes all the members of the team.



team	flexible	proven	short-term	skeleton
in-service	repetitive	heavy	high-powered	competitive

- h. Applicants should have *a proven track record* in project management.

a proven track record.



team	flexible	proven	short-term	skeleton
in-service	repetitive	heavy	high-powered	competitive

- i. All staff receive *in-service training* in IT skills.



And take a look at one more sentence, *in-service training*.



team	flexible	proven	short-term	skeleton
in-service	repetitive	heavy	high-powered	competitive

- j. They ~~on~~ have a *skeleton staff* on duty during the holidays.



Here is the last sentence, a skeleton staff.





A **face-to-face** interview

An **in-person** interview

A **telephone** interview

normally comes after a telephone interview or today a Skype interview.





carry out an interview

conduct an interview

hold an interview

he **conducts** the interview or **holds** an interview.



call in for an interview

invite in for an interview

have an interview

you can have an interview.



You are asked questions (in, on, at) an interview.

Are you asked questions in an interview,





You are asked questions (on, about, around)
your previous job.

or around your previous job? That's right.





You are asked questions **in** an interview.

That's right, you are asked questions in an interview.





You are asked questions **about**
your previous job.

31

or around your previous job? That's right.





You have an interview (at, by, with)
a company.

32

by a company, or with the company.





You have an interview **with**
company.

Right again, you have an interview **with the company**.





You interview **for** a position.

Correct. You interview **for** a position.





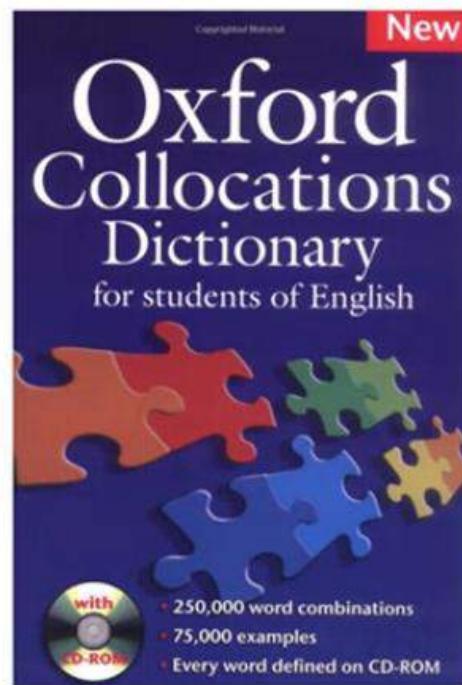
Go in for **a round of interviews.**

a round of interviews.



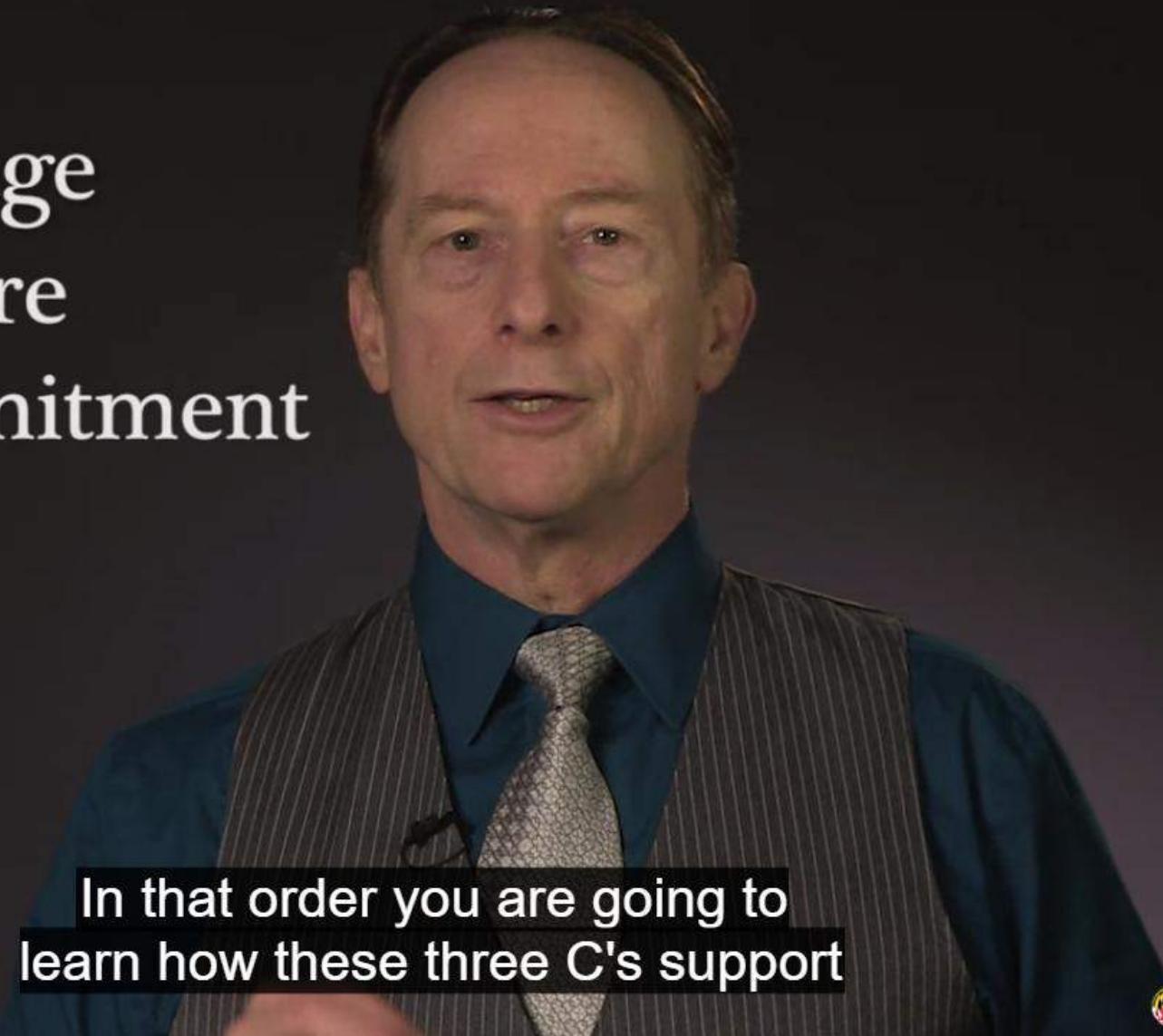


MEI Maryland
English Institute
Language skills that last a lifetime



UNIVERSITY OF
MARYLAND

I would recommend either the Oxford collocations dictionary

- 
1. Courage
2. Culture
3. Commitment

In that order you are going to learn how these three C's support



courage (n.)

c. 1300, from Old French *corage* (12c., Modern French *courage*) "heart, innermost feelings; temper," from Vulgar Latin **coraticum* (source of Italian *coraggio*, Spanish *coraje*), from Latin *cor* "heart," from PIE root **kerd-* (1) "heart" (see **heart** (n.)) which remains a common metaphor for inner strength. In Middle English, used broadly for "what is in one's mind or thoughts," hence "bravery," but also "wrath, pride, confidence, lustiness," or any sort of inclination. Replaced Old English *ellen*, which also meant "zeal, strength."

courageous (adj.)

late 13c., from Anglo-French *corageous*, Old French *corageus* (12c., Modern French *courageux*), from *corage* (see **courage**). Related: *Courageously; courageousness*.

encourage (v.)

early 15c., from Old French *encoragier* "make strong, hearten," from *en-* "make, put in" (see **en-** (1)) + *corage* "courage, heart" (see **courage**). Related: *Encouraged; encouraging; encouragingly*.

discourage (v.)

mid-15c., *discoragen*, from Middle French *descourager*, from Old French *descoragier*, from *des-* "away" (see **dis-**) + *corage* (see **courage**). Related: *Discouraged; discouragement; discouraging*.

From: The Online Etymological Dictionary

2

We have two related words,
encourage and discourage.



Courage

is the first of human qualities because it
is the quality which guarantees the others.

- Aristotle -



A good language learner isn't afraid to take risks and make mistakes.



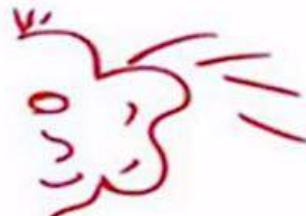
MEI Maryland
English Institute

Language skills that last a lifetime

VISUAL
SEE IT.



AUDITORY
HEAR IT. SAY IT.



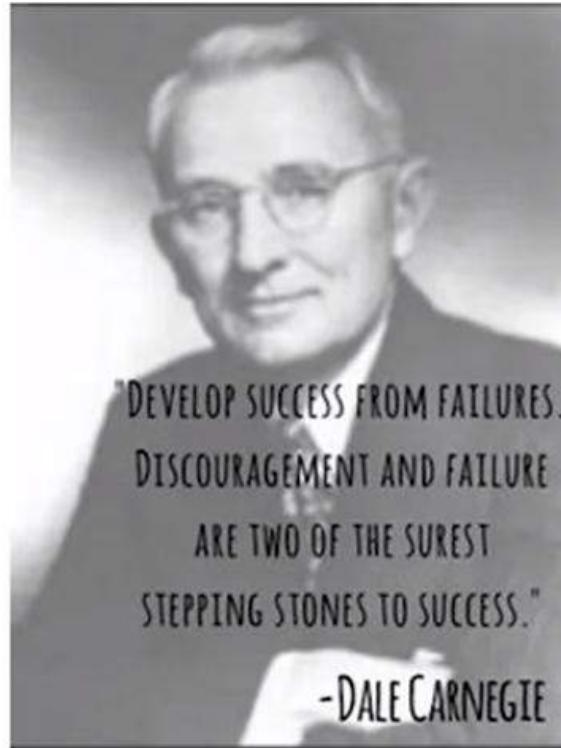
KINETIC
DO IT.



There are many ways to
conceptualize learning preferences.



A good language learner isn't afraid to take risks and make mistakes.



days when you feel stupid
in the non-native language.



culture (n.)

mid-15c., "the tilling of land," from Middle French *culture* and directly from Latin *cultura* "a cultivating, agriculture," figuratively "care, culture, an honoring," from past participle stem of *colere* "tend, guard, cultivate, till" (see **colony**). The figurative sense of "cultivation through education" is first attested c. 1500. Meaning "the intellectual side of civilization" is from 1805; that of "collective customs and achievements of a people" is from 1867.

For without culture or holiness, which are always the gift of a very few, a man may renounce wealth or any other external thing, but he cannot renounce hatred, envy, jealousy, revenge. Culture is the sanctity of the intellect. [William Butler Yeats]

Slang *culture vulture* is from 1947. *Culture shock* first recorded 1940.

cultured (adj.)

1743 in the literal sense of "cultivated," of land, etc., past participle adjective from **culture**; meaning "developed under controlled natural conditions" is from 1906, originally of pearls. Meaning "improved by exposure to intellectual culture" is from 1777.

From: The Online Etymology Dictionary, v. 2003
**directly from the Latin, meaning,
a cultivating, or the care of something.**



**She just wants to use the language
as an instrument to get a job.**



MEI Maryland English Institute
Language skills that last a lifetime



Namely, anytime you join an organization,



**commitment (n.)**

1610s, "action of officially consigning to the custody of the state," from **commit** + **-ment**. (Anglo-French had *commettement*.) Meaning "the committing of oneself, pledge, promise" is attested from 1793; hence, "an obligation, an engagement" (1864).

commit (v.)

late 14c., "to give in charge, entrust," from Latin *committere* "to unite, connect, combine; to bring together," from *com-* "together" (see **com-**) + *mittere* "to put, send" (see **mission**). Evolution into modern range of meanings is not entirely clear. Sense of "perpetrating" was ancient in Latin; in English from mid-15c. The intransitive use (in place of *commit oneself*) first recorded 1982, probably influenced by existentialism use (1948) of *commitment* to translate Sartre's *engagement* "emotional and moral engagement."

committed (adj.)

1590s, "entrusted, delegated," past participle adjective from **commit** (v.). Meaning "locked into a commitment" is from 1948.

From: The Online Etymology Dictionary <www.etymonline.com/>
**It's a promise that you,
the learner, make to yourself.**



being
being accountable
responsibility.
having a duty
having control
answerable

Commitment also involves taking responsibility for your own learning.





Psychological Review
1993, Vol. 100, No. 3, 363-406

Copyright 1993 by the American Psychological Association, Inc.
0033-295X/93/\$3.00

The Role of Deliberate Practice in the Acquisition of Expert Performance

K. Anders Ericsson, Ralf Th. Krampe, and Clemens Tesch-Romer

The theoretical framework presented in this article explains expert performance as the end result of individuals' prolonged efforts to improve performance while negotiating motivational and external constraints. In most domains of expertise, individuals begin in their childhood a regimen of effortful activities (deliberate practice) designed to optimize improvement. Individual differences, even among elite performers, are closely related to assessed amounts of deliberate practice. Many characteristics once believed to reflect innate talent are actually the result of intense practice extended for a minimum of 10 years. Analysis of expert performance provides unique evidence on the potential and limits of extreme environmental adaptation and learning.

**Research into expert performance,
much of it pioneered by K.**





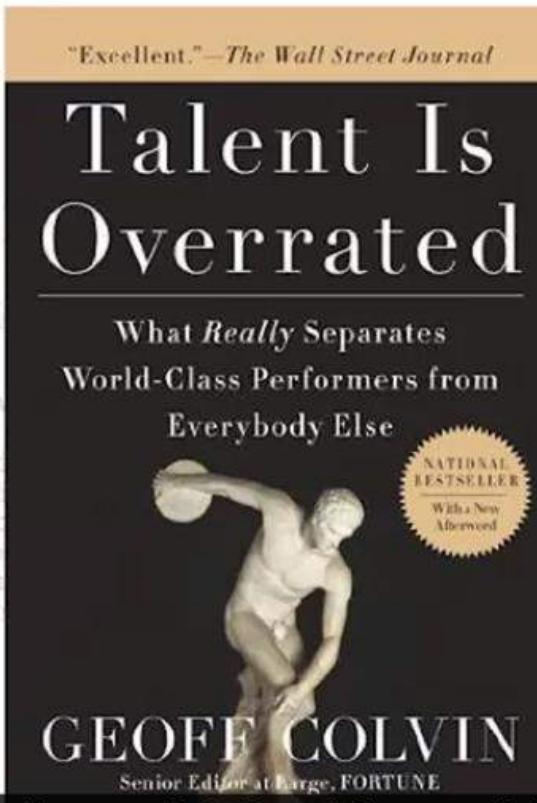
MEI Maryland English Institute
Language skills that last a lifetime

Psychological Review.
1993, Vol. 100, No. 3, 363-405

The Role of Deliberate

K. Anders Eri

The theoretical framework of deliberate practice suggests that individuals' prolonged engagement in tasks leads to performance improvement. In most domains, however, the evidence for deliberate practice is mixed. Even among elite performers, the characteristics of deliberate practice are often not well understood. This article extends the definition of deliberate practice to include activities that are not explicitly intended to improve performance. The potential and limits of deliberate practice are discussed.



There's one thought that I would recommend you keep in mind throughout your language





MEI Maryland
English Institute
Language skills that last a lifetime

**I fear not the man who has
practiced 10,000 kicks
once, but I fear the man
who has practiced one
kick 10,000 times.**



Bruce Lee

**Simple way to think about deliberate
practice in the context of language**



The dog bit the man.

The man bit the dog.



MEI Maryland English Institute
Language skills that last a lifetime

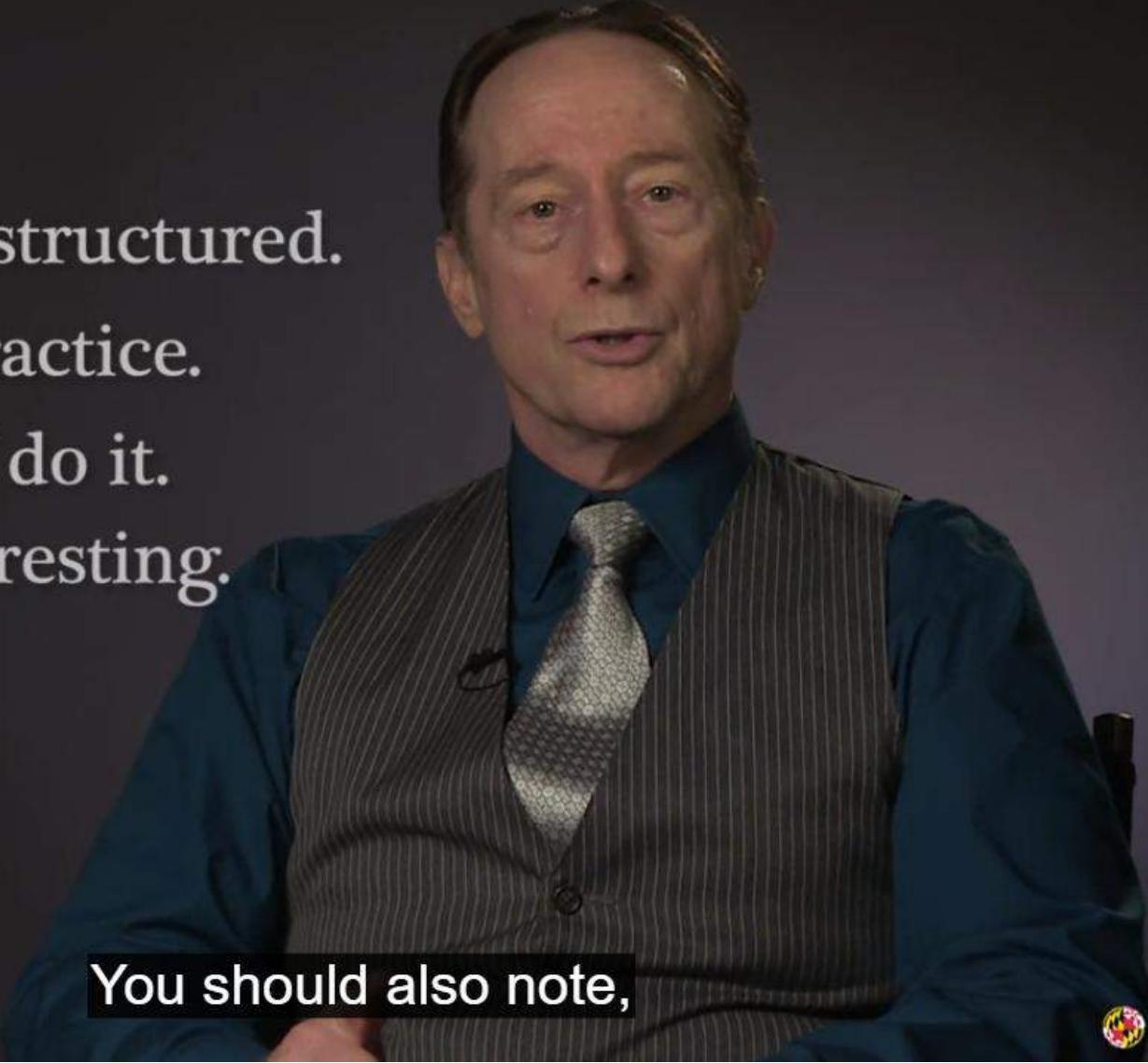
The screenshot shows a website header with a photo of a man laughing and the text "Meine Lieblingshits". Below the header is a navigation bar with links: WDR 4 | Musik, Panorama (highlighted in black), Ratgeber | Fotos & Videos | Veranstaltungen | Programm | Über uns. Underneath the navigation is a breadcrumb trail: ► Radio ► WDR 4 ► Panorama ► Zur Sache. The main content area features a photograph of a memorial site with flowers and protest signs. One sign reads "ANNADE WE...", another says "STOP", and a third has "ANGST FREI LER..." written on it. To the right of the image is a smaller inset showing a desk with a laptop, a red apple, and a pen. Below the inset is the text "Zur Sache Kommentar zur M". At the bottom of the page, there is a note: "Die Themen sind breit gefächert. Bereichen Politik, Wirtschaft,".

2

download the MP3 files along with the transcripts.



- The activity is structured.
- It's effortful practice.
- I make myself do it.
- It's always interesting.



You should also note,





- The activity is tailored to my existing level.
- I get immediate feedback on my performance.
- I can adjust the practice to accommodate new performance goals.
- The activity delivers authentic performance improvement.
- The activity has unintended benefits.

I work with listening materials that native German speakers listen to.



"LIFE CAN ONLY BE
UNDERSTOOD BACKWARDS;
BUT IT MUST BE LIVED
FORWARDS."

SØREN KIERKEGAARD

You discover what's important to
you looking back on your life but

THE NEW JOB HUNT

TODAY'S WORKERS ARE ALWAYS
SEARCHING AND ALWAYS LEARNING.

Savvy candidates are treating job search like any other major purchase by learning as much about a job or company as they can before deciding to click 'apply.'

PROFILE OF A JOB CANDIDATE

The days of the passive job seeker are over. Now, nearly seven in ten workers search for new opportunities on a routine basis.

74%

are either actively searching for a new job or are open to new opportunities.

30%

say job searching is a weekly activity.

69%

say searching for new opportunities is part of their "regular routine."

35%

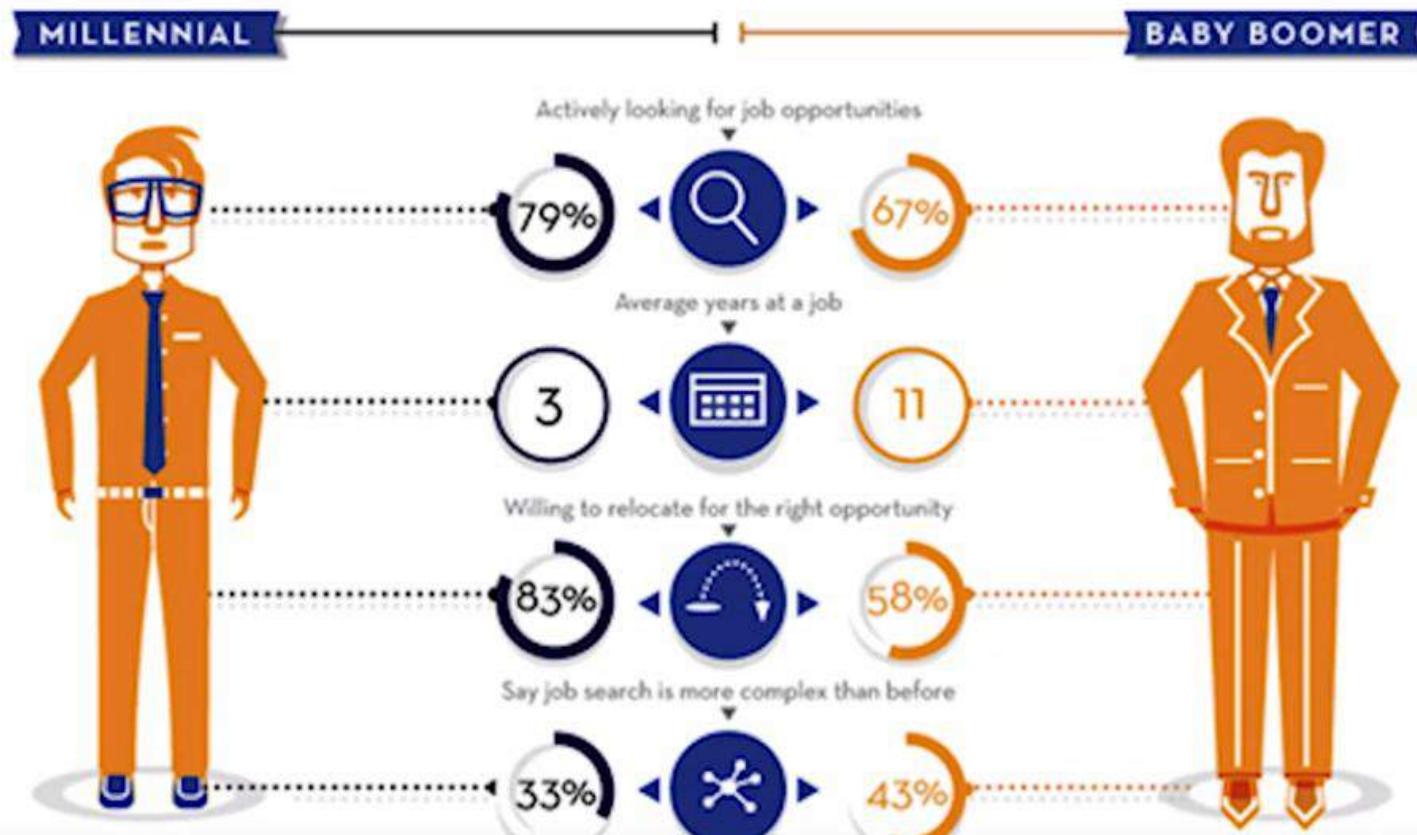
are preparing for their next job within weeks of starting a new one.



The new job hunt in the global economy is a continuous process.

THE GENERATIONAL DIFFERENCE

How the search for jobs differs by generation:



THE 6 DRIVERS OF CHANGE:



EXTREME LONGEVITY

PEOPLE ARE LIVING LONGER

By 2025 the number of americans over 60 will increase by 70%.



THE RISE OF SMART MACHINES AND SYSTEMS

TECH CAN AUGMENT AND EXTEND OUR OWN CAPABILITIES

Workplace automation is killing repetitive jobs.



COMPUTATIONAL WORLD

INCREASES IN SENSORS AND PROCESSING MAKES THE WORLD A PROGRAMMABLE SYSTEM

Data will give us the ability to see things on a scale that has never been possible.



NEW MEDIA ECOLOGY

NEW COMMUNICATION TOOLS REQUIRE MEDIA LITERACIES BEYOND TEXT

Visual communication media is becoming a new vernacular.



SUPERSTRUCTURED ORGANIZATIONS

SOCIAL TECHNOLOGIES DRIVE NEW FORMS OF PRODUCTION AND VALUE CREATION

Social tools are allowing organizations to work at extreme scales.



GLOBALLY CONNECTED WORLD

DIVERSITY AND ADAPTIBILITY IS AT THE CENTER OF OPERATIONS

The United States and Europe no longer hold a monopoly on job creation, innovation, and political power.

FUTURE WORK SKILLS OF 2020:



LONGEVITY



SMART MACHINES



COMPUTATIONAL WORLD



NEW MEDIA ECOLOGY



SUPER STRUCTURED ORGANIZATION



GLOBALLY CONNECTED



SENSE MAKING

ABILITY TO DETERMINE THE DEEPER MEANING OR SIGNIFICANCE OF WHAT IS BEING EXPRESSED

THE DRIVERS:



SOCIAL INTELLIGENCE

ABILITY TO CONNECT TO OTHERS IN A DEEP AND DIRECT WAY, TO SENSE AND STIMULATE REACTIONS AND DESIRED INTERACTIONS

THE DRIVERS:



NOVEL AND ADAPTIVE THINKING

PROFICIENCY AT THINKING AND COMING UP WITH SOLUTIONS AND RESPONSES BEHOND THAT WHICH IS ROTE OR RULE-BASED

THE DRIVERS:



FUTURE WORK SKILLS OF 2020:



LONGEVITY



SMART
MACHINES



COMPUTATIONAL
WORLD



NEW MEDIA
ECOLOGY



SUPER STRUCTURED
ORGANIZATION



GLOBALLY
CONNECTED



TRANSDISCIPLINARY

LITERACY IN AND ABILITY TO
UNDERSTAND CONCEPTS ACROSS
MULTIPLE DISCIPLINES

THE DRIVERS:



DESIGN
MINDSET

ABILITY TO REPRESENT AND DEVELOP
TASKS AND WORK PROCESSES FOR
DESIRED OUTCOMES

THE DRIVERS:

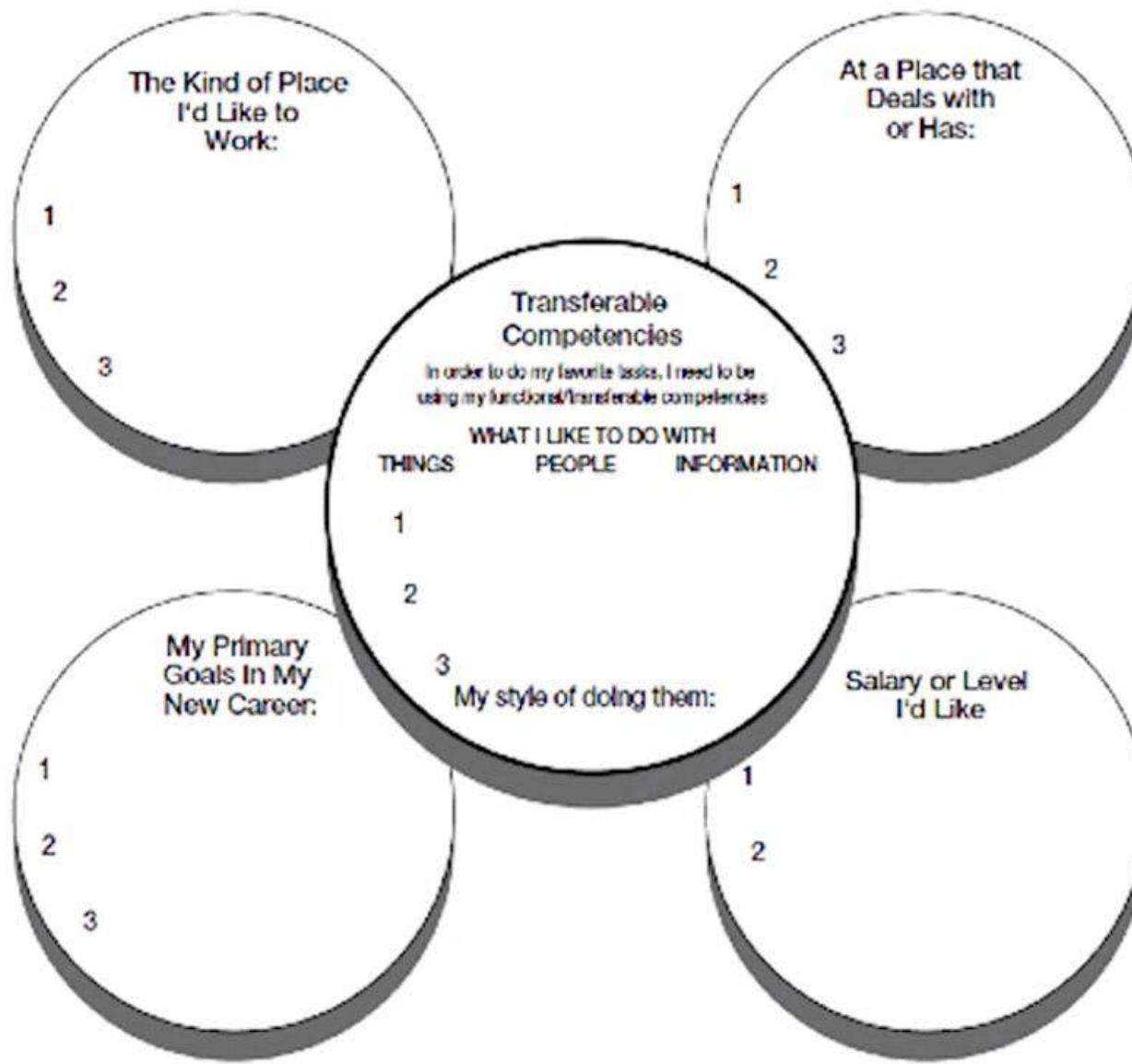


COGNITIVE LOAD
MANAGEMENT

ABILITY TO DISCRIMINATE AND FILTER
INFORMATION FOR IMPORTANCE,
AND TO UNDERSTAND HOW TO
MAXIMIZE COGNITIVE FUNCTIONS

THE DRIVERS:





Use a *Career Planning Diagram* to

- Brainstorm targets of interest.
- Rank your targets.
- Count the possible target positions.
- Make your A-List, your B-List, your C-List.



"WITHOUT EFFORT WE CANNOT ATTAIN ANY OF OUR GOALS IN LIFE, NO MATTER WHAT THE ADVERTISEMENTS MAY CLAIM TO THE CONTRARY. ANYONE WHO FEARS EFFORT...WILL NEVER GET ANYWHERE."

ERICH FROMM

Interviewing and Resume Writing x When, Where and Why of Research x +

https://www.coursera.org/learn/successful-interviewing/lecture/JXzuQ/when-where-and-why-of-research

COURSERA Search in course Search 104-S HARIPRAKASH

Successful Interviewing > Week 1 > When, Where and Why of Research < Previous Next >

When, Why, and How of Research

- Video: When, Where and Why of Research 8 min
- Reading: 10 Very Important Job Skills You'll Need in 2020 10 min

Conducting Research Using Online Resources

Researching a Company

Researching the Workplace Culture

Research Assignment

When, Where and Why of Research

 MEI Maryland English Institute Language skills that last a lifetime

Image Attributions

Research	http://careers.lematinal.com
New Job Hunt	http://www.careerbuilder.com
Drivers of Change	https://www.themuse.com

Save Note Download Share Help Us Translate

0:00 [MUSIC] Welcome to the second course in interviewing and resume writing in English. In

Notes All notes

Click the "Save Note" button below the lecture when you want to capture a screen. You can also highlight and save lines from the transcript below. Add your own notes to anything you've captured.

<http://www.job-hunt.org/online-job-search-guide.shtml>

job-hunt® For Smarter Job Search

Get Started ▾ Jobs ▾ Job Search Help ▾ Change Careers ▾ Job Loss ▾ Q ▾

Home / Online Job Search Guides in  fb  tw 



Take the **WORK** out of looking for **WORK**.
Connect with employers in a new and simplified way.
(Yup, it's also FREE to join!)

GO » 

 Tweet  Share 16  Share 19

Guides to Smarter Online Job Search

By Susan P. Joyce

All of Job-Hunt's Guides are at NO COST for any job seeker to use. Each Guide is comprised of articles on a specific job search topic: resumes, job interviews, LinkedIn, and more than forty other topics.

If you are not a job seeker and wish to use any of the Job-Hunt Guides, [contact us](#) for permission. These Guides are protected by U.S. Copyright law. Do NOT republish or sell any of these Guides in the USA or anywhere else.

On this page:

[Online Job Search Tools](#), [Traditional Job Search Process and Tools](#), [Avoiding Job Search Hazards](#), [Handling Unemployment and Job Loss](#), [Making a Career Change](#), [New Grads](#), [Veterans](#), [Boomers](#), [Introverts](#), and [Other Groups](#), [Government](#), [IT](#), [Finance](#), and [Other Industries](#), [Free ebooks About Job Search](#), and [MORE](#).

Advertisement



**BECOME A DEVELOPER IN
12 WEEKS**
NO TUITION COST UNTIL YOU'RE HIRED
APPLY NOW

Expert Advice in Job-Hunt's Guides

Reader's Digest describes Job-Hunt.Org as "vacuum-packed with solid advice." The Guides described (and linked) below will make it clear why that description fits.

Each Guide is written by one or more experts in that field. These experts constantly contribute articles critical to successful job search.

Scroll down this page to find the Guides divided into topic and sub-topics.

Advertisement

Event Jobs Online >

ziprecruiter.com/jobs
You're Unique. Now Your Jobs Are Too. Find The Right Job Now!

Teen Jobs (Age 18 - 21)

Jobs Hiring (Apply Now)

Jobs (Hiring Now)

Over 50? Want work?
Real employers who value your experience are looking for you here.
[SeniorJobBank.org](#)

Find Jobs in all states
Jobs across the state - not available elsewhere on the Web. Only here.
[CareerCast.com](#)

Employers:
Need additional staff?
[Post your jobs on Indeed](#).
[Search Indeed resumes](#).



Guides to Online Job Search Tools

<http://fortune.com/rankings/>

Rankings

Each year, *Fortune* ranks the world's top companies and executives. See our lists below.



Best Large Workplaces in Tech

2016

Fortune's second-ever ranking of the best employers in technology is divided into three

...

[View](#)



Best Medium Workplaces in Tech

2016

Fortune's second-ever ranking of the best employers in technology is divided into three

...

[View](#)



Best Small Workplaces in Tech

2016

Fortune's second-ever ranking of the best employers in technology is divided into three

...

[View](#)



The Unicorn List

2016

See Fortune's list of "unicorns"—private startup companies that have soared to a \$1 billion...

[View](#)

<http://www.cbr.ca/>

CBR Canadian Business Resource

About Us Order Info Search the CBR Database Corporate Profiles Executive Profiles

Welcome to cbr.ca

This site offers you:

- Detailed profiles on over 50 Canadian Companies
- A Database with 2,500 of Canada's largest firms and all 3,500 TSX and TSX Venture listed firms
- More than 40,000 contact names exportable with one click into your contact management software

Gold Bullion Development Corp. Corporate Summary

Gold Bullion Development Corp. [GBB-TSXV; GBBFF-OTC PK] is focused on building shareholder value by taking a fresh approach to former producing mines. The current exploration and development of the 100%-owned, past-producing, 11,000-hectare Granada property along the Trend, is on track to accomplish that goal. The property is located 5 km south of Rouyn-Noranda in northwest Québec and is surrounded by excellent infrastructure in one of the best jurisdictions for mining and exploration anywhere. Drill data has indicated near surface, low grade mineral zones with the potential also for a high grade underground mineralized zone. Thus far 78,000 metres have been drilled over three phases with gold mineralization remaining open in all directions with much of the property remaining to be systematically explored. A major bulk sample completed in 2007 that was extremely important in terms of quantifying grade. In addition, we are currently evaluating the most efficient methods to potentially process Granada ore in developing a prospective world-class open-pit deposit. A Baseline Environmental Study is also underway. A preliminary NI 43-101 Resource Estimate is expected by the spring of 2012.

 Click on above for Corporate Presentation

[Corporate Profile on Stockhouse](#)

[Company Listing for Gold Bullion Development Corp](#)
[Email Gold Bullion Development Corp](#)
[Visit Gold Bullion Development Corp Website](#)

[© 2016 Canadian Newspaper Services International Limited](#)



<http://www.europages.com/>

EUROPAGES

More about EUROPAGES | Contact EUROPAGES

Find, select, contact companies...

like millions of other professionals who use EUROPAGES every month

EUROPAGES available in 26 languages: choose
YOURS

> Čeština
> Dansk
> Deutsch
> English
> Español

> Eesti keel
> Français
> Italiano
> Latviešu
> Lietuvių

> Magyar
> Nederlands
> Norsk
> Polski
> Português

> Русский
> Română
> Slovenčina
> Suomi
> Svenska

> Türkçe
> Ελληνικά^{*}
> Български
> 简体
> 繁體

Follow us on:

EUROPAGES AT A GLANCE

TRANSLATION NETWORK

A network of over 100 professional translators located around the world and a structured process based on Computer Assisted Translation and translation memories.

INTERNATIONAL DATA BASE

Data Base of approx 2.600.000 companies mainly from european countries.

CONTENT MANAGEMENT

Tools for content creation and management in multiple languages through custom back offices.



MULTILINGUAL SEARCH ENGINE

Multilingual search and content in 26 languages.

OPEN TAXONOMY

Our 26 business sectors are organised in 4500 headings and over 90 000 keywords describing the products and services proposed on EUROPAGES.

BUSINESS INTELLIGENCE

5 terabytes of data combined, processed and delivered to customers and sales people.





Home » The Quintessential Directory of Company Career Centers

The Quintessential Directory of Company Career Centers

Where job-seekers can go directly to the job/career/employment section of a specific employer's Website.

Because more and more companies are developing career and employment centers on their corporate Websites, Quintessential Careers has developed this directory, which allows you to go straight to the career and employment section of the companies where you might like to work.

Unlike job boards, these corporate sites list all current job openings — as well as provide you the specific requirements of how you should respond to job postings. By going to these career centers you'll also be able to conduct employer research, gathering vital job and career information, which should give a boost to your job-search.

The companies are listed alphabetically, but feel free to browse these listings.

[The Quintessential Directory of Company Career Sites Alphabetical Index:](#)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z



By Randall S. Hansen, Ph.D.

I have been empowering people my entire adult life -focused on helping them lead better lives.

Job-Hunting Tools

[Build Your Own Resume](#)

[Search for Jobs](#)

[Corporate Job Sites](#)

[Order a New Resume](#)



Career Tools:

[Resume Builder](#)

[Career Job-Hunting Blog](#)

[Content Index](#)

[Career Resources](#)

[Contact Us](#)



<http://www.jobs4development.com/>

Jobs4Development.com
International Development Jobs ✓

The screenshot shows the homepage of Jobs4Development.com. At the top, there's a navigation bar with links for HOME, FILTER JOBS, JOBS NEWSLETTER, BLOG SEARCH, FEEDS, HELP, and RECRUITERS. Below the navigation is a yellow header section with a form to "Get Free Job Alerts" (email address, Subscribe button), a main title "International Development Jobs, NGO Jobs, Non Profit & Charity Jobs", and a call-to-action "Recruiters: POST A JOB". A sub-section below the main title says "Find international development jobs from NGOs, non-profits, consultancy firms, charities, multilaterals & governments!". The main content area has two sections: "Latest International Development Jobs" (with a link to post top jobs) and "Recruiting?" (with a link to post a job). Both sections feature several job listings with logos, titles, and deadlines. To the right, there's a sidebar for "Like Feeds?" with a link to job feeds and social media integration.

Get Free Job Alerts

email address

Subscribe

International Development Jobs,
NGO Jobs, Non Profit & Charity
Jobs

Find international development jobs from NGOs, non-profits,
consultancy firms, charities, multilaterals & governments!

Recruiters:
POST A JOB

Latest International Development Jobs

Latest top jobs below. To post a top job, click here

ZOA Country Director in Liberia Africa
Deadline: 11th March

ZOA Programme Manager in Sudan f/m in Sudan Africa
Deadline: 13th March

Latest standard jobs below. To post a standard job, click here

ActionAid Director of Finance and IT in South Africa
Deadline: 21st March

ActionAid Senior Humanitarian Funding Manager in United Kingdom Western Europe
Deadline: 23rd February

IBI International Monitoring and Evaluation (M&E) Advisor in Liberia Africa
Deadline: 29th February

The ONE Campaign ONE Youth Ambassador in Belgium Western Europe
Deadline: 28th February

RTI International General Call - Chief of Party, Sub-Saharan Africa in Western... Northern Africa
Deadline: 13th March

Jacaranda Health Research Lead in Kenya Africa
Deadline: 12th April

Landell Mills Limited Core Environment Program Manager/Team Leader in Thailand South East Asia

Jobs 4 development 3,180 likes

Like Page Use App

Be the first of your friends to like this



<https://www.volunteer.gov/>

 **Volunteer.gov**
America's Natural and Cultural Resources Volunteer Portal

[!\[\]\(b8a623f0063fa7bbff8017994fa2a19c_img.jpg\)](#) [!\[\]\(123f37fc4307f228f68f2836fe85df6e_img.jpg\)](#) Find us on Facebook


San Diego Bay National Wildlife Refuge
Park Ranger Debby Good helping kids plant coastal sage scrub plants

Featured Opportunities


[View Need](#)

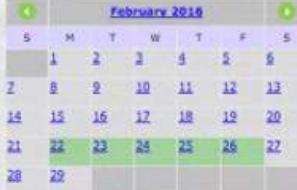
Grand Portage National Monument
Living History on Lake Superior—Destination 1797!

Grand Portage National Monument seeks living history volunteers who are active, friendly, and willing to learn new things. Our team of interpreters love sharing the history and culture of this special place. Our focus is North American fur trade history and Ojibwe culture... [view more](#)

Find a Volunteer Opportunity

Keywords
City State
Agency
Interests
Housing/Amenities
Recent Postings All

Events Calendar



Find Opportunities by State



Links

Record your Volunteer Time




<https://www.jobsearchintelligence.com/>

JOB SEARCH INTELLIGENCE

JSI Open Data System - easy, reliable, affordable

Comp Consultants Staffing Agencies Labor Market Analytics License a Calculator

Reliable salary data, recruiting intelligence and labor market analytics

If you make an education, recruiting or salary decision without reliable data, you will either be:

- A – lucky
- B – wrong

As a data vendor, JSI licenses its labor market intelligence and salary data to colleges, HR practitioners, recruiters, employment sites, staffing agencies and compensation consultants.



JOB SEEKERS START HERE

Job Data & Career Planning Info



EMPLOYERS START HERE

Salary Data & Labor Market Analytics

Share

[Home](#) | [About JSI](#) | [ToS & Privacy](#) | [Labor Graph](#) | [Resources](#)
Job Search Intelligence, LLC Patents pending. All rights reserved.



<http://www.hoovers.com/>



United States ▾

Chat Now

(877) 654-1827

CUSTOMER LOGIN

OUR DATA

BUY REPORTS & LISTS

OUR BLOG

Search for a Company

COMPANY INFORMATION ▾

INDUSTRY ANALYSIS ▾

SALES LEADS ▾

VIEW ALL PRODUCTS

LEARNING CENTER

ABOUT US

About Company Information

Company Information

Company Search

Search over 85 million companies within 900 industry segments

Hoover's Reports

Easy-to-read reports on key competitors, financials, and executives

Business Information Subscriptions

Get full access to our database for company, industry, and contact information

Learning Center

Hoover's Overview [Video]

Overview Video: 2 minute tour to help you grow your business

The D-U-N-S Number Value Proposition [Article]

Learn how the D&B D-U-N-S Number drives revenue growth

Why Hoover's [Fact Sheet]

Helpful tools for every part of your organization

[View All](#)

What do you want to find today?

Search through millions of companies and hundreds of industries

Company ▾ Search for a Company

Search



Test Drive the World's Largest Business Intelligence Database

Call (866) 457-2745 or

[Request Your Free Trial Now](#)



How accurate is your contact database?
Find out today with a FREE Data HealthScan™!



Quickly locate the best companies, people, and industries for your campaigns.



Unlock the door to qualified prospects.
Affordable pricing options available.

Not Sure Where to Begin?

www.barrons.com

WSJ
WSJ LIVE
MARKETWATCH
BARRON'S
PORTFOLIO
C&I

BARRON'S

ASIA EDITION
U.S. EDITION

HOME MAGAZINE ▾ DAILY ▾ INVESTING IDEAS ▾

www.bloomberg.com/businessweek

Bloomberg the Company & Its Products ▾ | Bloomberg Any

Bloomberg Business

News

www.wsj.com

DOW JONES, A NEWS CORP COMPANY ▾

Nikkei ▾ 14952.61 -4.84% Hang



THE WALL STREET JOURNAL.

www.ft.com/home/us

ft.com/frontpage US All times are London time

FINANCIAL TIMES

fortune.com

E INC. NETWORK : FORTUNE MONEY

FORTUNE SUBSCRIBE

http://www.vault.com/

FOR COLLEGES | FOR EMPLOYERS

vault RANKINGS & REVIEWS
Companies ▾ Internships ▾ Schools ▾

Search 

PLUS Industries & Professions Resumes Cover Letters Interviewing Networking Job Board Blog Guides Sign In  | 

TOP RANKED

- Law Firms
- Banking Firms
- Consulting Firms
- Accounting Firms
- Advertising Agencies
- Auto Companies
- Hardware & Equipment Companies
- Media & Entertainment Companies
- Oil & Gas Companies
- Food & Beverage Companies


Are Long Hours Good for Your Career? [Read More...](#)

 **Research a Company**

- Submit a company review
- Find a company

 **Get Career Advice**

- Get Resume Help
- Prepare for an Interview
- Expert career advice blogs

 **Find a Job or Internship**

- Available jobs & internships
- Find an internship program

 **Find a School**

- Submit a school review
- Find a school

Recent Employee Reviews


Schenck PPA AND BE SCHENCK

"This is a great place to work...team atmosphere, flexibility, helpful team members, plenty of opportunities for advancement,..."

 Great group of Professionals



"Prepare yourself for a bit of an old boys club, but lots of nice people there. I was on the right side as a woman in HR - I..."

 Working in HR for a bank

Career Update Newsletter 
Tips and tools to help you manage your ideal career.

Enter email address [Sign Up!](#)

seriousfun Try us on for size.
Whoever decided that a law firm was no place for imagination and personality never worked at Goulston & Storrs. We're committed to client results, creative solutions and frequent laughter. No wonder our associates rate us as a top law firm year after year in *The American Lawyer*.

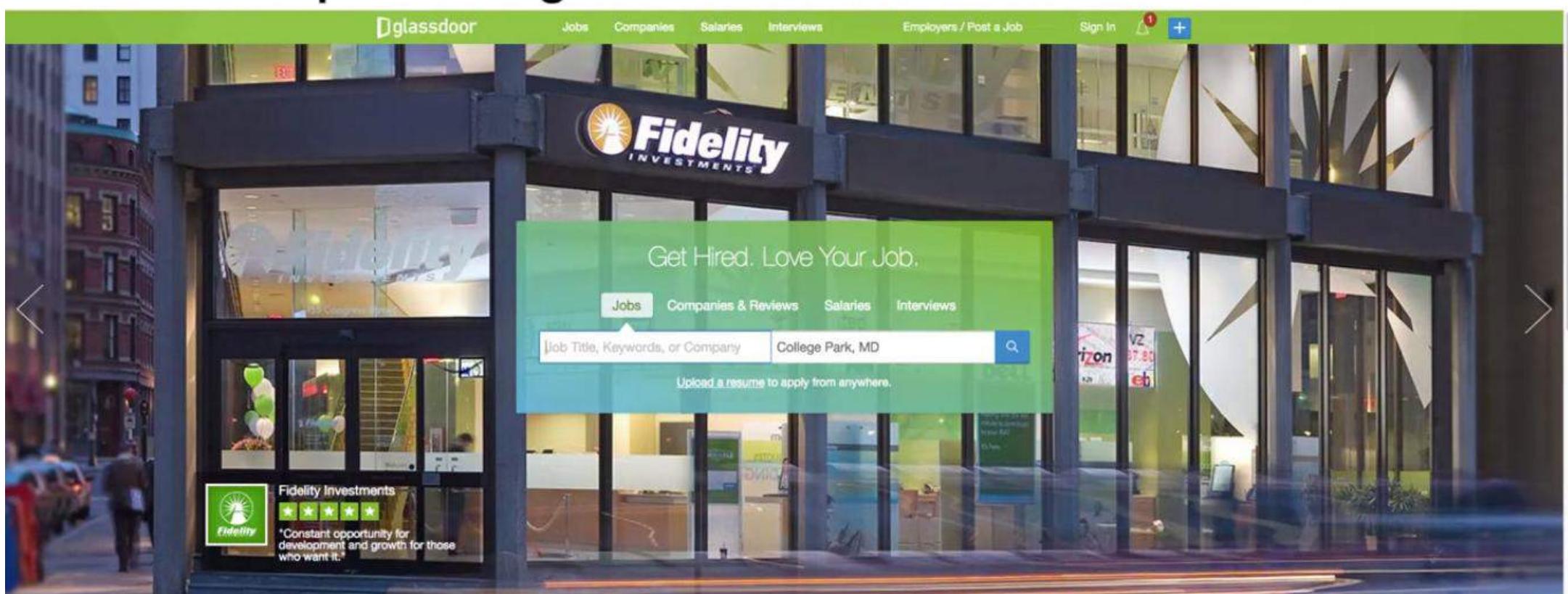
Is your internship pointing you in the right direction?
Tell us what your internship is really like and receive **7 FREE DAYS** of Vault Gold.

[Submit a Review ▶](#) 

SEE WHAT YOUR CAREER LOOKS LIKE AT 



<https://www.glassdoor.com/Reviews/index.htm>



The image shows the Glassdoor website's main navigation bar at the top, featuring links for Jobs, Companies, Salaries, Interviews, Employers / Post a Job, Sign In, and a notification bell with a '1'. Below the navigation is a large, blurred photograph of the interior of a Fidelity Investments office. On the left side of the photo, there is a small inset showing a street view of a Fidelity branch with balloons outside. The Glassdoor search interface is overlaid on the photo, including a search bar with 'College Park, MD' and a 'Get Hired. Love Your Job.' headline.

Your Next Career Move Starts Here

Search Millions of Job Listings
Glassdoor has more jobs than any other job site

See Real Employee Salaries
See anonymous salary details for any job or company

Read Reviews from Employees
See what real employees have to say about any company

Find Jobs On The Go

Take our FREE app with you anywhere.
Enter your mobile number & we'll text you the link.

Work in HR or Recruiting?

<http://wetfeet.com/>

WETFEET

Articles

Guides

Explore Top100 Companies

Register

Login

DISCOVER THE TOP EMPLOYERS IN AMERICA

DISCOVER
THE
universum
MOST
ATTRACTIVE
EMPLOYERS
IN THE USA



[DISCOVER THE TOP US EMPLOYERS](#)

The Most Attractive Employers in the USA is powered by the annual Universum Ideal Employer Study

RECENT ACTIVITY



Accenture answered:

What does Accenture look for in entry-level employees?

"There are a number of attributes that we look for in candidates for our entry-level



Deloitte answered:

What is the biggest misconception people have about working at Deloitte?

"In my opinion, one of the biggest misconceptions that



Tata Consultancy Services answered:

Can you offer any "insider tips" about applying or interviewing at TCS?

"The most important piece of



<http://corporateinformation.com/>

CorporateInformation®

A Service of **WRIGHT**
INVESTORS' SERVICE

Home Tools Company Reports Industry Averages Reports Subscriptions About Us Subscriber Login Shopping Cart

Delivering the Financial World to You
Up to Date Financial Information on the Leading Publicly Traded Companies Worldwide

Quick Look-up: Go Advanced Search

Market Commentary

Friday 6 Star Top Guns Rating – Large Cap Growth Equity - Fri, Feb 19, 2016 09:29
Wright Investors' Service, Inc. earned a 6 star Top Guns rating from PSN for its Large Cap Growth Equity strategy for the period ended December 31, 2015.

Friday 4 Star Top Guns Rating – Mid Cap Core Focused Equity - Fri, Feb 19, 2016 09:18
Wright Investors' Service, Inc. earned a 4 star Top Guns rating from PSN for its Mid Cap Core Focused Equity strategy for the period ended December 31, 2015.

Company Reports
Purchase Individual In-depth Financial Reports on a Company  Learn More

Subscriptions - All Reports
Access Reports on all Companies  Learn More

Industry Averages Reports
Reports Prepared on 28 Industries Seven Global Regions  Learn More

Financial Information on Over 35,000 Companies Worldwide

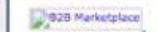
Company Reports
Wright Reports are produced daily on publicly traded companies throughout the world. The data is updated continually, resulting in a current view of global corporate activity. The reports include extensive explanatory footnotes to help interpret company results as well as the proprietary Wright Quality Rating to further enrich your research experience. [More](#)

Subscriptions to All Company Report Content
Our subscriptions are available in two levels-allowing you to select the content that best serves your needs:

The **Global Basic Service** allows a single user generous daily access to six fundamental reports. [More](#)

The **Global Professional Service** provides access to the entire library of reports (up to 25 sub-reports), including the detailed Wright Quality Analysis reports. We can configure access to meet your needs for [more information](#).

Sponsored Links

 **B2B Marketplace**
International Trade Marketplace connecting B2B Manufacturers with Foreign Buyers

Want to retire comfortably?
If you have a \$500,000 portfolio, download the guide by *Forbes* columnist and money manager Ken Fisher's firm. It's called *The*



1. Trends and future prospects
2. Areas of growth and decline
3. The challenges the industry faces
4. The culture of the industry
5. The top-level organizations in the industry
6. The second and third tier firms in the industry

<http://virtualpet.com/industry/mfg/mfg.htm>

Industry Portals / Industry Hubs

These Portals are major sources of information for over 100 U.S. industries. They provide rapid access to vast amounts of information for those in the industry, researchers, investors, market research professionals, and inventors. They often include industry news, statistics and sometimes include B2B (Business to Business) commerce.

If you are doing market research on an industry or a specific company, you might also wish to visit our [How to Learn About an Industry or a Specific Company](#) site.

If you are aware of any "Industry Portals" not listed, please [email](#) them to us.

Market Research Sites for Specific Industries: Industry Portals / Industry Hubs is a [Polson Enterprises Web Site](#)



Industry Portals / Industry Hubs

- Adhesives & Sealants
 - [SpecialChem Adhesives & Sealants](#) by SpecialChem
- Aerospace / Aviation
 - [Aviation Today](#)
 - [Avionics Magazine](#) by AI
 - [Anna Aero](#) international commercial aviation industry
 - [Aerospace World on the Internet](#)
 - [AIA Aerospace Industries Association](#)
 - [Aerospace Technology](#) by SPG Media
 - [Airport Technology](#) by SPG Media
 - [AviTop](#) includes a list of the top 100 aviation web sites by internet traffic levels
- Agriculture
 - [Agriculture.com](#)
 - [Agriculture \(Canada\)](#)
 - [Banana Link](#) banana industry
 - [MooMilk \(Dairy Industry\)](#)
 - [International Dairy Foods Association](#)
 - [National Hog Farmer](#)
 - [Pig International](#) by Watt



Expert Hispanic Research

Deep Insights & National Recruiting Qualitative MR - Offline & Online



<http://virtualpet.com/industry/howto/search.htm>

Market Research, Industry Research, Business Research

How to Learn About an Industry or a Specific Company

HOOVERS[®]
Get 200 FREE Targeted Sales Leads!

Sign Up Now

Master's Degrees
ENGINEERING
MANAGEMENT
& SYSTEMS
ENGINEERING
INFORMATION SESSION
March 15 | 6:30pm in Arlington, VA
RSVP TODAY
THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

An organized procedure to research an industry OR a specific company is provided below along with the links and resources to actually do the research. If you are only interested in a specific company, start at [Step 8](#), then lightly cover some of the other areas to learn about industries the company operates in. Following the entire process will allow you to gain an in-depth understanding of the industry or firm, far beyond that gained by focusing purely on financial data. Specific parts of the process can be used to rapidly investigate certain aspects of the industry or company. Our site is frequently used by those considering entering new industries, competitive intelligence professionals, research librarians, market researchers, economic development professionals, students, investors, bankers and many others.

"How to Learn About an Industry or a Specific Company" is a [Polson Enterprises](#) web site. If you have any comments about the site or the procedure, please [email](#) them to us.

OUR STEP BY STEP PROCESS

1. [Identify the Industry](#)
2. [Seek General Industry Information](#)
3. [Identify Trade Organizations, Publications & Trade Shows](#)
4. [Learn About the Consumers of the Product or Service](#)
5. [Examine the Patent and Trademark Situation in the Industry](#)
6. [Determine the Legal Issues in the Industry](#)
7. [Examine the Regulatory Issues of the Industry](#)
8. [Find Information About Specific Companies](#)
9. [Market Data on Specific Brands or Models](#)
10. [Product and Service Reviews](#)
11. [Search Engine Tips \(Not needed\)](#)
12. [Examine the Geography of the Industry](#)
13. [Search the History of the Industry](#)
14. [Determine the Importance of Weather and Climate](#)
15. [Government and/or Military Implications](#)
16. [The International Market](#)
17. [Miscellaneous](#)
18. [Interview People from the Industry](#)
19. [Use Information Providers to Fill in the Gaps](#)
20. [Office Tools](#)
21. [Search Engine Tips \(Not needed\)](#)



www.ipl.org/ref/aon

The screenshot shows the homepage of the ipl2 website. At the top, there's a banner with the text "Special Collections Created by ipl2" and "INFORMATION YOU CAN TRUST". Below the banner is a search bar with the placeholder "Search ipl2" and a dropdown menu labeled "Search: all or ipl2". To the right of the search bar is a button labeled "Ask an ipl2 Librarian" with a "Have a question?" link above it. The main content area is titled "Featured Collections" and includes four boxes: "U.S. Presidents", "State Knowledge", "Literary Criticism", and "A+ Research/Writing Guide". Below this, there's a section titled "Other Collections" with two columns of links. At the bottom, there's a "Connect With Us On" social media links section and a footer with links to "Home", "About", "Privacy Policy", "Contact Us", "Newsletter", "Library Locator", "Site Map", and "Ask an ipl2 Librarian". It also mentions "Partners" and "Copyright Notice".

Featured Collections

U.S. Presidents
The POTUS collection provides comprehensive information about the American presidency, including elections, biographies, and more.

State Knowledge
Need to know the capital of Iowa? The size of Montana? The state bird of Ohio? Then check out the State Knowledge collection.

Literary Criticism
The Literary Criticism collection contains websites about famous authors and their works, browsable by title, author, nationality or time period.

A+ Research/Writing Guide
The A+ Research & Writing Guide is for high school and college students who need help writing research papers without going totally NUTS.

Other Collections

Associations on the Net	Exhibits	Iraq War Resources
Author Page	For Love of Liberty	Mobile Apps
Blogs	Frequently Asked Questions	Museums
Deaf and Hard of Hearing	German Ready Reference	Mysteries
Digital Divide NEW!	Goldstein Children's Podcasts	Native American Authors
Digital Storytelling NEW!	Goldstein Lawson Collection	Pathfinders
Election	Hurricane Preparedness	September 11 & Beyond
eReader	Italian Ready Reference	Web Technologies

Connect With Us On

[Home](#) | [About](#) | [Privacy Policy](#) | [Contact Us](#) | [Newsletter](#) | [Library Locator](#) | [Site Map](#) | [Ask an ipl2 Librarian](#)
Partners: [Drexel](#) | [Buffalo](#) | [Illinois](#) | [Pittsburgh](#) | [Rutgers](#) | [UNC](#) | [Washington](#) | [Join the ipl2 Consortium](#)
ipl2 is hosted by The School at Drexel, College of Information Science and Technology, with major support from the College of Information at Florida State University. Intel donations provided by Intel and Burr Microsystems. Copyright Notice (c) 1996 - 2008 The Regents of the University of Michigan. All rights reserved. (c) 2009 - 2012, Drexel University. All Rights Reserved.



<http://weddles.com/associations/>



[Home](#) [Job Seekers](#) [Career Activists](#) [Employers/Recruiters](#) [Employment Sites](#)

WEDDLE's Directory



WEDDLE's Directory of Employment Sites is a one-of-a-kind database of 9,000+ job boards, social media sites, career portals, aggregators, employment-related search engines, job ad distribution companies, recruitment blogs and other recruiter resources. Delivered online and both internally searchable and suitable for downloading into a CRM system, it is the perfect resource for sites seeking to gather competitive intelligence and for vendors selling services to job boards and other employment sites.

[Learn more](#) >

WEDDLE's Guide



There are over 100,000 employment sites now operating on the Internet. How do you know which will work best for you? **WEDDLE's Guide** is the gold standard of reference books about job boards, career portals and social media sites. In the first section, it provides full page profiles of the recruiting and job search resources at **The Top 100** – WEDDLE's pick of the best of the Web. And, in the second section – **The Best & the Rest** – it

WEDDLE's Association Directory

Accounting/Finance	Administrative/Clerical	Advertising/Public Relations
Agriculture	Architecture	Arts
Astronomy	Automotive	Aviation/Aerospace
Banking	Biology/Biotechnology	Building and Real Estate Management
Business	Career Counseling	Chemistry
College/Alumni	College/Other	Computer/General
Computer/Hardware	Computer/Internet	Computer/Programming
Computer/Sales	Computer/Software	Construction
Consultants	Contractors/Freelancers	Culinary/Food & Beverage
Data Processing	Diversity/Disabilities	Diversity/Ethnicity
Diversity/Gender	Diversity/Religion	Economics/Economists
Education/College	Education/K-12	Energy/Utilities
Engineering/Aeronautical	Engineering/Civil	Engineering/Electrical
Engineering/General	Engineering/Industrial	Entertainment/Advertising/Engineering/Other
Environment	Equipment Leasing	Executive/Management
Fashion	Fiber Optics	Funeral
Government	Graphic Arts/Electronic & Traditional	Healthcare/Dental
Healthcare/General	Healthcare/Hospital	Healthcare/Nursing
Healthcare/Physicians	Healthcare/Therapy & Rehab	Hospitality
Human Resources	Industrial/Manufacturing	Insurance/Actuarial
Journalism/Broadcasting & Media	Law Enforcement	Legal
Library/Information Science	Linguistics/Bilingual	Logistics/Transportation
Military Personnel	Music	Non-Profit
Other	Packaging/Food & Drug	Pharmaceutical
Physics	Printing/Bookbinding	Psychology/Neuroscience



<https://www.cia.gov/library/publications/the-world-factbook/>

The screenshot shows the CIA Library page for "The World Factbook". At the top, the CIA seal and logo are visible, along with the agency's name and tagline "THE WORK OF A NATION. THE CENTER OF INTELLIGENCE.". The navigation bar includes links for HOME, ABOUT CIA, CAREERS & INTERNSHIPS, OFFICES OF CIA, NEWS & INFORMATION, LIBRARY, and KIDS' ZONE. A search bar and language selection (Arabic, Chinese, English, French, Russian, Spanish, etc.) are also present.

The main content area features a large image of an open book. The title "THE WORLD FACTBOOK" is prominently displayed. Below it, a navigation menu offers links to "ABOUT", "REFERENCES", "APPENDICES", "FAQs", and "CONTACT". An RSS feed icon is also shown.

A detailed description of the Factbook's purpose is provided: "The World Factbook, produced for US policymakers and coordinated throughout the US Intelligence Community, marshals facts on every country, dependency, and geographic entity in the world. We share this information with the people of all nations in the belief that knowledge of the truth underpins the functioning of free societies."

The central feature is a world map where each country is color-coded according to its region or continent. Below the map, a "WHAT'S NEW" section indicates "Today is: Tuesday, February 23". It highlights changes in the Economy section for 2015 and mentions a correction for the Norman Isles.

At the bottom left, there are four links: "REGIONAL AND WORLD MAPS", "FLAGS OF THE WORLD", "GUIDE TO COUNTRY COMPARISONS", and "THE WORLD FACTBOOK USER GUIDE". On the right side, there is a portrait photograph of a man.

www.countryreports.org

 COUNTRYREPORTS
Cultural, Historical, Statistical, Country Information

Countries Activities Sign In



Select a Country Join | Sign-in Sample Country View Testimonials

CountryReports provides over 35,000 pages of online content on the cultures and countries of the world. With unique content from around the world, our members rely on us to keep our database concise and current.

K-12 students, kids, libraries, business and tourists appreciate CountryReport's ability to meet their needs.

[Twitter](#) [Pin it](#) [Like](#) [Share](#) [G+ Share](#) +28 Share this on Google+

Company

About Us
Internet Citation
FAQ
Terms of Use
Contact Us
Feedback

Resources

Join
Renew Membership
Manage Membership
Teacher Resources
Get Your Widget
Product Pricing

Follow Us

Blog
Facebook
Twitter
LinkedIn
Testimonials

Other Products

 United States Edition
 Spanish Edition
 French Edition
 German Edition
Travel Edition (beta)
Sample Country



<http://globaledge.msu.edu/reference-desk>

MICHIGAN STATE UNIVERSITY | Broad College of Business

globalEDGE | YOUR SOURCE FOR global business knowledge

Home | Glossary | User Login | Contact Us

Global Insights | Reference Desk | Tools and Data | Get Connected | Academy (for students, faculty, teachers)

Global Resource Directory | Online Course Modules | Export Tutorials | Glossary

How Do I... Improve an international business course? See how in Academy.

Reference Desk

Global Resource Directory

A robust directory of resources allows you to find information ranging from culture and economic information to Trade Tutorials, Trade Law or even Statistical Data Sources. Each resource has been reviewed by an experienced team of researchers to ensure utmost utility.

LEARN MORE

Global Resource Directory A robust directory for a variety of international business resources.

Global Resource Directory

This directory takes a broad approach to international business research by providing resources across a wide range of topics.

Online Course Modules

These modules offer an easy way to learn about international business using narrated slides, case studies, and quizzes.

Export Tutorials

Tutorials guide users through international business topics in order to sharpen, refine or build current knowledge.

Glossary

This directory provides a comprehensive listing of international business terms accompanied by definitions.

Testimonials

globalEDGE is a highly accessible and first-rate resource that helps keep our membership informed about relevant global business issues facing Michigan's manufacturers.

- John MacLroy, CEO & President, Michigan Manufacturers Association

More Testimonials



<https://www.wto.org/>

WORLD TRADE ORGANIZATION

Home About WTO News and events Trade topics WTO membership Documents, data and resources WTO and you

Trade Policy Review: Fiji

DG Azevêdo: WTO can help Senegal achieve its development goals

DG Azevêdo welcomes Côte d'Ivoire's efforts in trade facilitation

> More news

Explore our areas of activity

Trade negotiations Implementation and monitoring Dispute settlement Building trade capacity

From the Director-General

> Read about Roberto Azevêdo
> View Roberto Azevêdo's speeches
> Photo gallery

Information for

> Business
> Students
> Journalists
> Members
> NGOs

10th MINISTERIAL CONFERENCE

KENYA 15 – 19 December 2015 Nairobi, Kenya

NAIROBI PACKAGE

LATEST NEWS

DOCUMENTS

BRIEFING NOTES

PHOTOS

VIDEO: Inside the 10th Ministerial Conference

TUE 23 Feb

10:00 Trade Policy Review Body - Fiji
15:00 Informal General Council - Heads of Delegation

WED 24 Feb

10:00 GENERAL COUNCIL

THU 25 Feb

Latest updates

> New publication: Status of WTO Legal Instruments
> New statistical profiles on global value chains
> Nairobi Package
> The WTO and the Sustainable Development Goals

Events and meetings

> WIPO-WTO colloquium for teachers of intellectual property: 13-24 June 2016
> Tenth Ministerial Conference: 15-19 December 2015
> Nairobi Fourth China Round Table: 13-14 December 2015

Meetings calendar

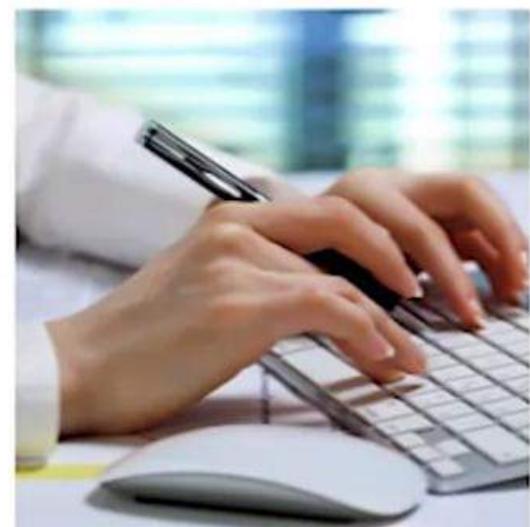
> Full interactive calendar





Employers will ask you questions designed to test whether you did your homework.

- What do you think it takes to be successful in this position?
- Do you enjoy doing independent research?
- Do you have any plans for further education?
- Why do you want to work in the industry?
- What do you know about our company?
- Why are you interested in our company?





Know the Company's Strengths

[About](#)

[Our History](#)

[Mission & Values](#)

[Awards & Recognition](#)

[Ethics & Integrity](#)

[Corporate Governance](#)

[Executives](#)

Mission & Values

Our Mission

Our mission is to help people live healthier lives and to help make the health system work better for everyone.

- We seek to enhance the performance of the health system and improve the overall health and well-being of the people we serve and their communities.
- We work with health care professionals and other key partners to expand access to quality health care so people get the care they need at an affordable price.
- We support the physician/patient relationship and empower people with the information, guidance and tools they need to make personal health choices and decisions.



Values

[Integrity >](#)

[Compassion >](#)

[Relationships >](#)

[Innovation >](#)

[Performance >](#)

Our Values

Integrity

Honor commitments. Never compromise ethics.

Compassion

Walk in the shoes of people we serve and those with whom we work.

Relationships

Build trust through collaboration.

Innovation

Invent the future, learn from the past.

Performance

Demonstrate excellence in everything we do.

Overview



[Fact Book](#)

Learn More

[Learn about our innovations >](#)



Check the Company's Financial Health



base

Search for organizations, people, events, and products



CrunchBase | Discover innovative companies and the people behind them.



Discover

Find insights into company and people profiles.



Customize

Get alerts about companies and people you follow.



Contribute

Build your profile and get in front of millions of users.



CrunchBase is the best source of start-up news and information. I use it daily and couldn't live without it! — [Brian Pokorny](#), Managing Partner at SV Angel

Featured Venture Investments

Company	Amount / Round	Lead investor
RKSV	\$4M / Series A	Kalaari Capital
Apellis Pharmaceuticals	\$47M / Series D	Cormorant Asset Management





Investigate Community Interactions



Corporate Blogs



The Fine Art of Small Talk

Charles Duquette and Caralyn Bushey

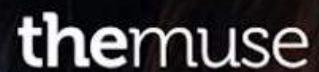
Maryland English Institute

University of Maryland, College Park



Learn About the Company's Culture



[For Employers](#)[Sign Up](#)[Sign In](#)

DO YOU LOVE YOUR CAREER?

Browse amazing jobs, get the help you need to advance your career, and wake up feeling excited to go work every day.

Your Name

Your Email

Improve My Career

How Can The Muse Help Me?



We've Helped Over **50 Million** People With Their Careers



Q (14) What is it like to work at Dropbox

https://www.quora.com/What-is-it-like-to-work-at-Dropbox

Bookmarks Bookmarks Public Speaking Teaching Plus Deutsch Dance Personal UMD MLB Free Agent T

Quora

what's it like to work at

Ask Question

Working at Dropbox

Dropbox (product)

What Is It Like to Work at X?

What is it like to work at Dropbox?

The culture, the people, the benefits.

Re-Ask

Follow 382

Comment

Share 4

Downvote

Have this question too? Re-Ask to get an answer.



Can you answer this question?

Answer

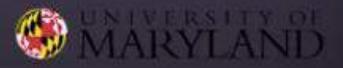


MEI Maryland
English Institute
Language skills that last a lifetime

Read Up on the Field and Competitors

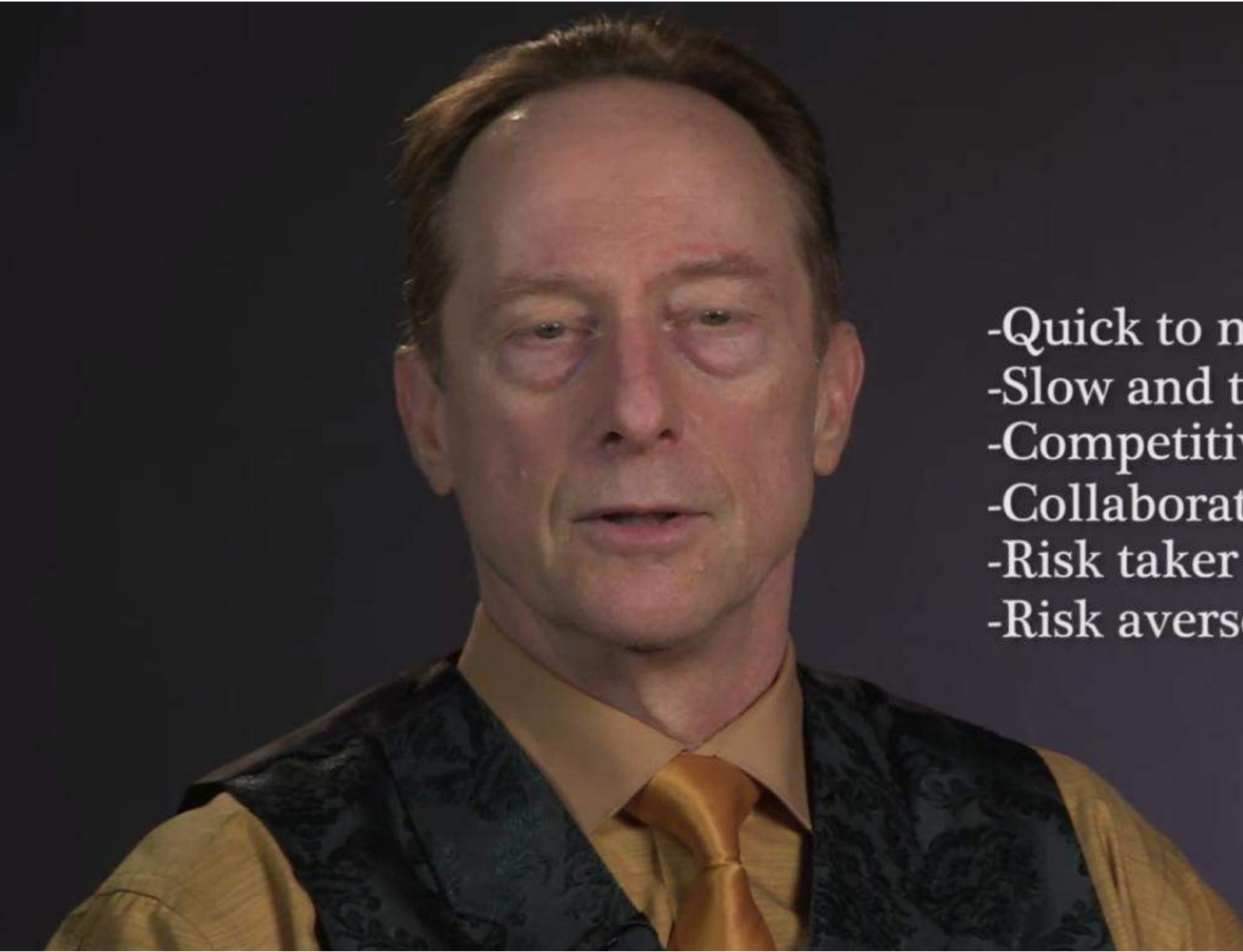


Yahoo Finance
Google Finance





Personality Traits Work Style

- 
- Quick to make decisions
 - Slow and thoughtful
 - Competitive
 - Collaborative
 - Risk taker
 - Risk averse

"WHAT ARE THE TRAITS OF PEOPLE
WHO DON'T DO WELL?"

*Use a Career Portfolio to
Showcase your Strengths*

- Graphic artists
- Journalists
- Teachers



- Experience
- Education
- Accomplishments
- Skill sets

Portfolio Format and Organization

Three-Ring Binder



Table of Contents





-Tabs
-Dividers

Online (Digital Portfolio Site)



carbonmade



Yeah!

1,020,533
portfolios
and counting!



Home



Examples



Themes



About Us



Pricing

Your online
portfolio.

Jobrary

Sig

Résumé & Portfolio management made simple.

Jobrary is a quick, simple, easy-to-use tool for
creating and managing your Résumé & Portfolio.

Sign up for free

Take a tour

Email Email

Password Password

Sign In



Digio Portfolios

A great place to share your work, ideas,
and accomplishments!



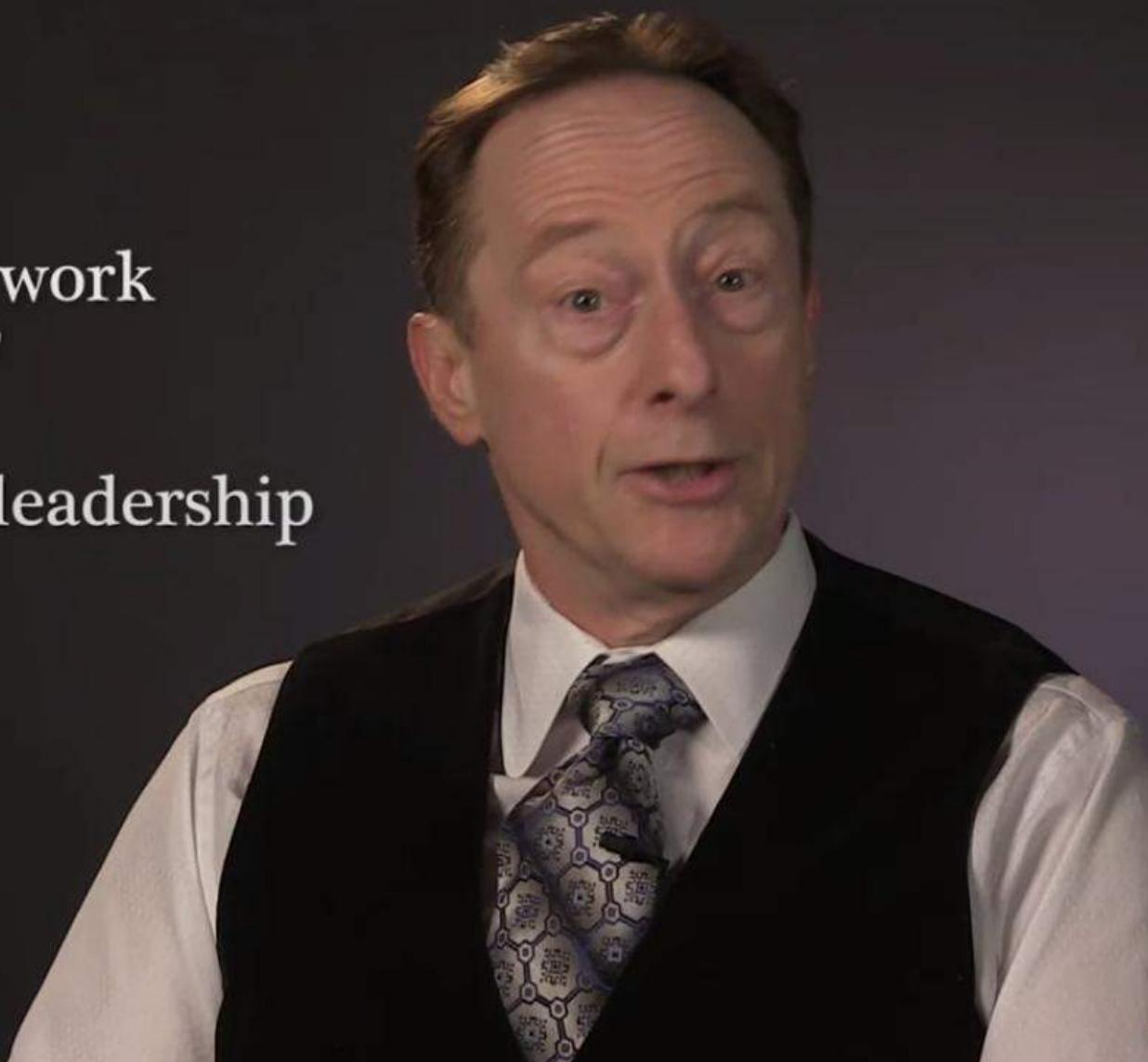
UNIVERSITY OF
MARYLAND

- Work
- Skills
- Accomplishments



Career Summary and Goals

"Where do you want to be in five years?"



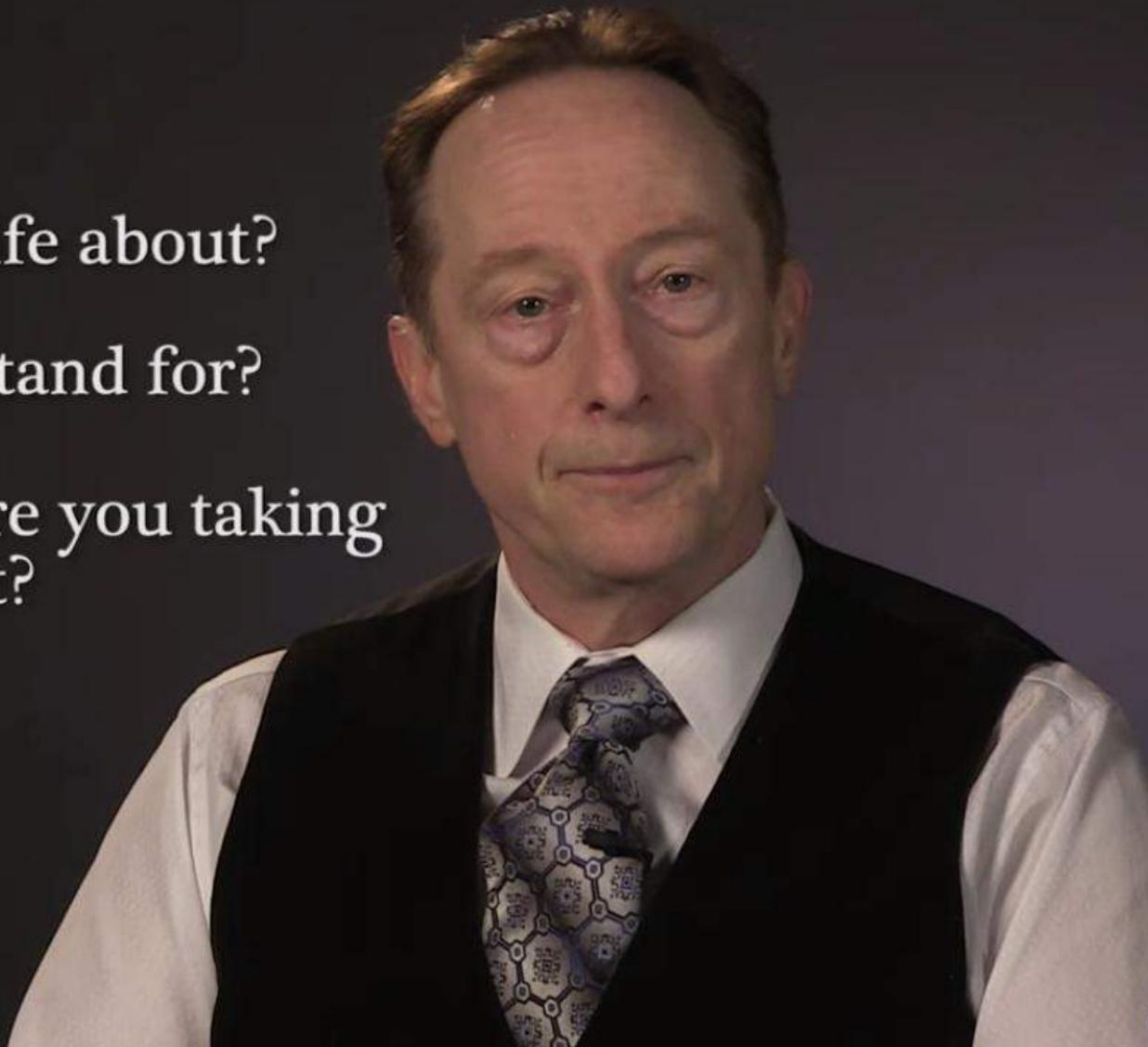
What kind of work
do you enjoy?

What is your leadership
philosophy?

Mission Statement

"connecting with your own unique purpose and the profound satisfaction that comes in fulfilling it."

- Steven Covey

- 
- A portrait photograph of Martin O'Malley, a man with short brown hair, wearing a dark suit jacket over a white shirt and a patterned tie. He is looking slightly to his left with a neutral expression. The background is a solid dark color.
1. What is your life about?
 2. What do you stand for?
 3. What action are you taking to live that out?

Accomplishments

"What accomplishments are you most proud of?"



Samples of Your Work



Testimonials and Recommendations



Awards and Honors



Conferences and Workshops



Transcripts, Degrees, Licenses, and Certifications



Professional Development Activities



Military Records, Awards and Decorations



Volunteering and Community Service



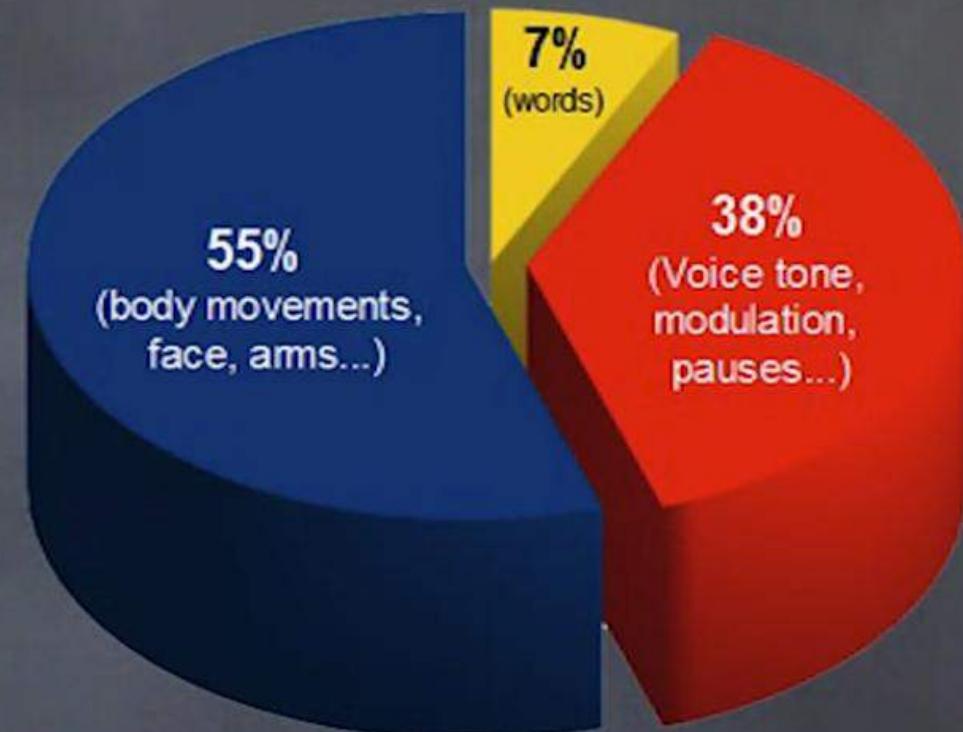
List of References



First few minutes

First impressions aren't determined by what you say -- but How you say it.

What people see and how you make them feel can mean more than the words you say.



The way you dress



The way you dress
The way you say, "Hello"





You win with...

- A firm handshake,
- A bright smile
- An appropriate outfit



You lose with...

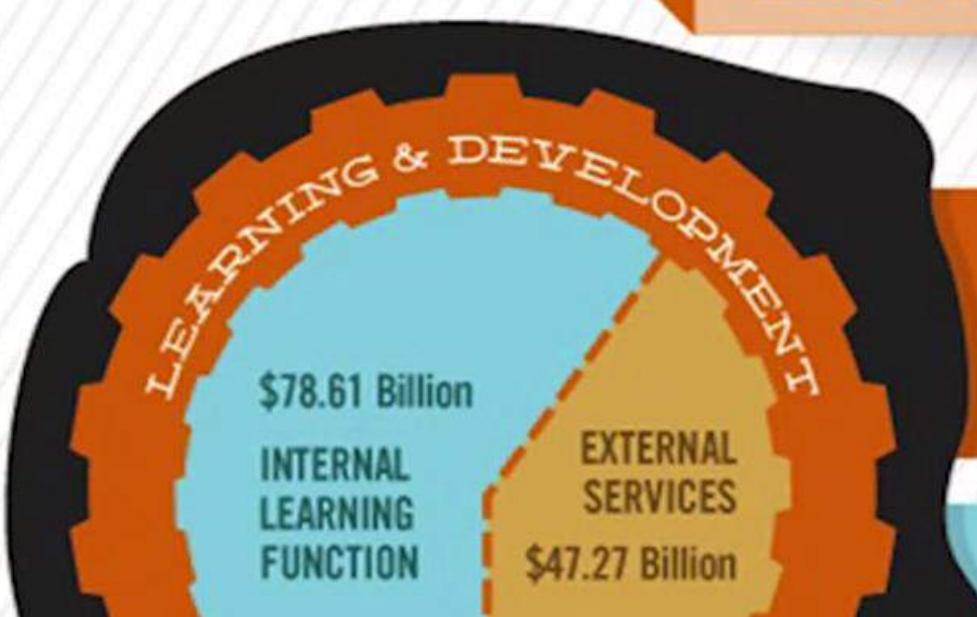
- Lateness
- A sloppy appearance
- Poor grooming
- Too much perfume or aftershave

*What Are You Going to
Wear?*

THE HIGH COST OF NEW HIRES

WHAT IT COSTS TO HIRE AND TRAIN A NEW EMPLOYEE

ADDING A WORKER TO THE PAYROLL ISN'T CHEAP*



ASTD estimates that U.S. organizations spent **\$125.88 billion** on employee learning and development in 2009.

Nearly 2/3 of the total

"One of us"

Dress code



UNIVERSITY OF
MARYLAND

*You could turn to a
business friend for advice.*



*You could conduct onsite
reconnaissance.*



*You could infer from
company publications.*



You could post a question

Quora

The best answer to any question



One-Step Up Guidelines for Men

If they wear...

Casual

Business Casual

Casual Suit

Business Formal

You wear...

Business Casual (Slacks & Dress Shirt)

Slacks & Dress Shirt with a Tie

Business Casual with a Sports Jacket

Business Formal (Suit & Tie)

For men, either you wear a tie or
you don't.

One-Step Up Guidelines for Women

If they wear...

Casual

Business Casual

Business Formal

You wear...

Business Casual (Slacks & Blouse)

Business Formal (Professional Attire)

Business Formal

When it comes to specifics of the outfits
for men, this slide may help you.

Men: Business Professional vs. Business Casual

Article of Clothing	Business Professional	Business Casual
Jackets, Trousers		
Fabrics	Wool, lightweight wool blend suits	Cotton blend, heavy weight wool
Colors	Black, dark gray, navy blue	Earth-tones, tan, light gray
Buttons	Dark resin	White plastic
Tops, Shirts		
Fabric	100% Cotton , Cotton/poly blends	Cashmere sweaters, textured cotton blends, knit polo shirts, medium weight sweaters
Colors	White, light blue	Pastels, earth-tone, ivory
Collars	High, standup, sharp points	No Polo shirts
Neckline	All buttons buttoned with high quality tie in conservative color	Top button unbuttoned with no tie
Sleeves	Long sleeve with French cufflinks	Long sleeve

[MUSIC]



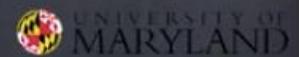
Avoid extremes
of fashion

Of course, if you are interviewing
at Vogue, that advice may not apply.



*Always avoid strong
perfume or aftershave.*

Go extra light on any scent.



Be careful about body art.

you know it's the kind of
workplace where body art fits in.



Do a Quick Restroom Check of

- teeth (especially if you've been eating)
- jewelry (especially earrings for women)
- zippers and buttons (especially flies for men)
- shirt or blouse (make sure they are tucked in)
- ties (centered and firm against the collar)
- make-up

Women, make sure your hair is
pulled away from the face so

- Secretaries
- Receptionists
- Administrative
Assistants



who you meet before the interview, often play an important role in the process.

- Learn the gatekeeper's name
- Make friendly conversation
- Make them feel important



Make them feel important, they are.

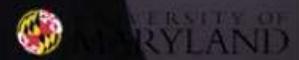
Sitting, waiting





Sitting, waiting

Even the period when
you're sitting waiting for





**Observing what
magazines you pick up**

**Lawyers have been known to test candidates
by observing what magazines they pick up.**

- Keep calm
- Wait patiently
- Don't complain

Keep calm, wait patiently, don't complain.



Top Three Interview Mistakes

- 1) treating gatekeepers poorly
- 2) projecting a negative attitude
- 3) giving unfocused responses

We'll close this lesson with the top
three interview mistakes that



Convey the best
possible impression

You have to continue to convey the best
possible impression throughout

KNOW THE NUMBERS



Percentage of bosses that claimed they know within 90 SECONDS during a conversation whether they will hire someone

1
min



3
min

TIME TO SELL YOURSELF



Appearance & confidence matters even more than what you actually say - pay close attention to the non-verbal cues you give during your interview.

CARE ABOUT CLOTHES



Percentage of bosses who said CLOTHES would be the deciding factor between two

I want to make it clear that I'm not suggesting that you put on an act,



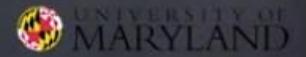
Qualities that Most Influence Interviewers

1. Your personality as presented in the interview
2. Your experience
3. Your qualifications for the position
4. Your background and references
5. Your enthusiasm for the organization and position

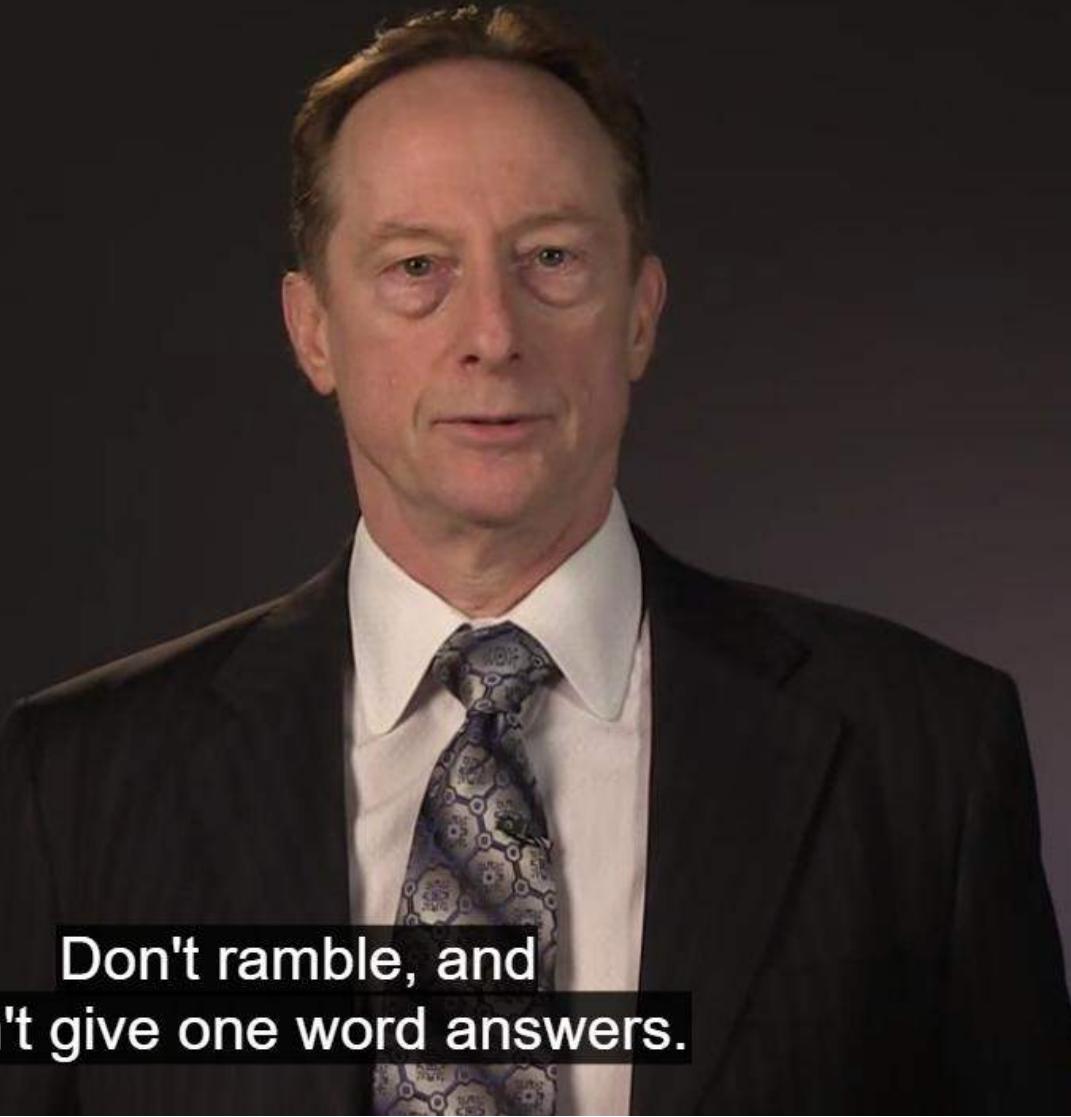
Here are the qualities that most influence interviewers, in order of importance.

Be Responsive

[MUSIC]



- Don't ramble
- Don't give one word answers



Don't ramble, and
don't give one word answers.

“So, I see you trained in marketing...”

- ✓ “Yes, I did. But in my first marketing job I did a lot of PR work, and particularly enjoyed the press side of it, so I decided to specialize in press relations.”
- ✗ “Yes, I did.”

So if an interviewer comments,
I see you trained originally in marketing,



Be Confident

[MUSIC]



- Right experience
- Qualifications
- References



You have brilliant references,
and you've done your research.

- Right experience
- Qualifications
- References
- Research



And it shows.

A medium shot of a man from the chest up. He has short brown hair and is wearing a dark suit jacket over a white collared shirt and a patterned tie. He is looking slightly to his left with a neutral expression.

"I haven't got much
experience with that software...

I haven't got much experience
with that software.



Modesty is
NOT a virtue

Remember, modesty is not a virtue
in an English-language interview.



Don't apologize
for yourself

Of course that doesn't mean you should be
arrogant but don't apologize for yourself.

“...that software”

- ✓ “Sure, I know it well. I’ve been using it for the last few months.”
- ✗ “I’m sorry, I haven’t got much experience with that software. I’ve only been using it for a few months.”

Be Energetic

[MUSIC]



- Stay upbeat
- Sit up straight
- Speak clearly
- Let your eyes sparkle



let your eyes sparkle with
the prospect of an exciting new job.

- Stay upbeat
- Sit up straight
- Speak clearly
- Let your eyes sparkle
- Make eye contact



Make eye contact.

A black and white photograph of a man from the chest up. He is wearing a dark suit jacket over a white shirt and a patterned tie. He has short, light-colored hair and is smiling warmly at the camera. His eyes are slightly squinted, suggesting a genuine smile. The background is dark and out of focus.

Be Enthusiastic

[MUSIC]





It takes struggle, a goal and enthusiasm to make a champion.

— *Norman Vincent Peale* —

Take responsibility for

Mirroring

[MUSIC]

- Posture
- Hand gestures
- Tone
- Rate of speech

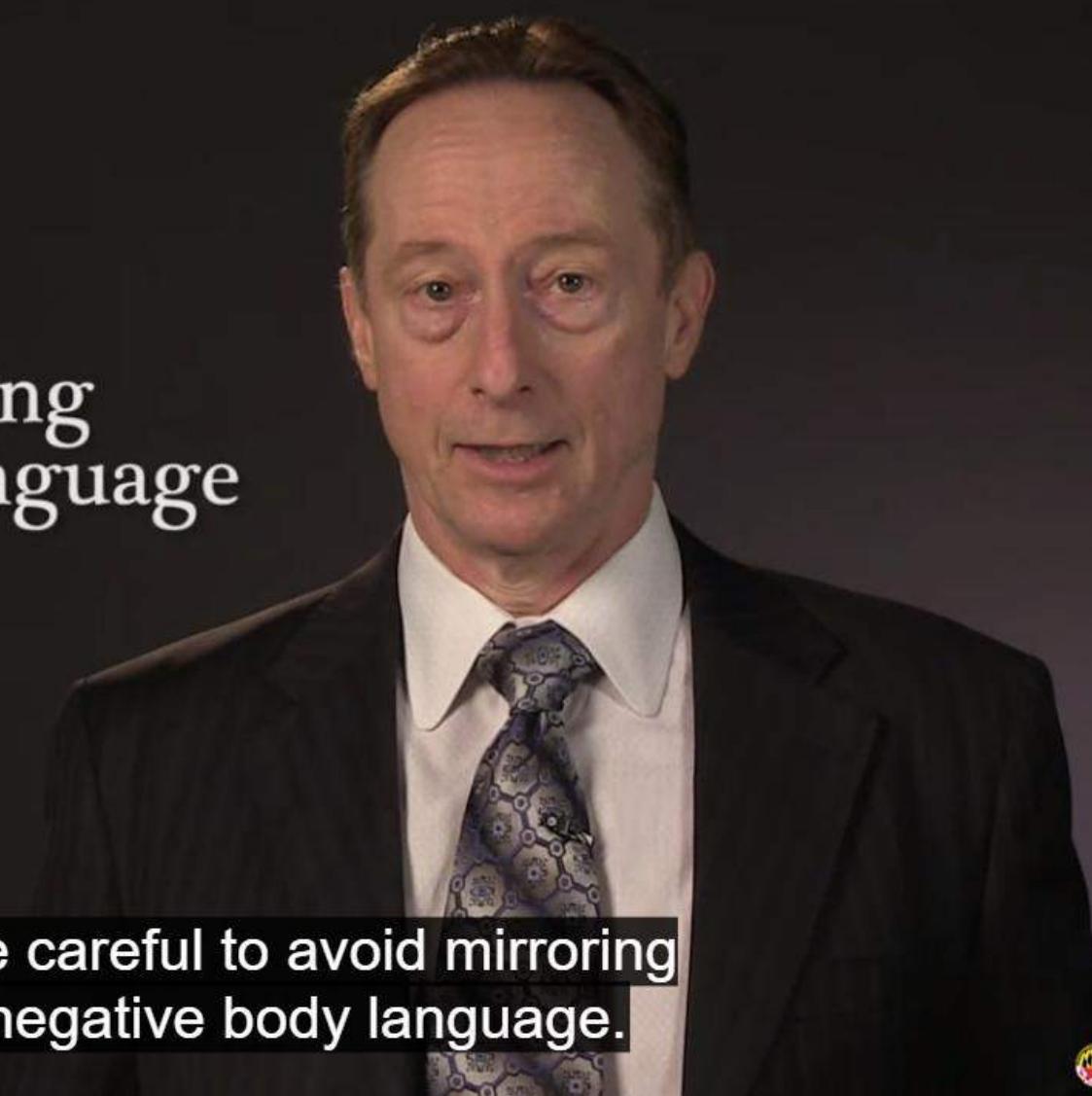


tone, even the rate of speech.

Build Rapport

A medium shot of a man from the chest up. He has short, light-colored hair and is wearing a dark suit jacket over a white collared shirt and a patterned tie. He is looking slightly to his left with a neutral expression.

Watch this clip from career
counselor Ken Lloyd.



Avoid mirroring
negative body language

Be careful to avoid mirroring
negative body language.



33%

Percentage of bosses that claimed they know within 90 SECONDS during a conversation whether they will hire someone



1
min



3
min

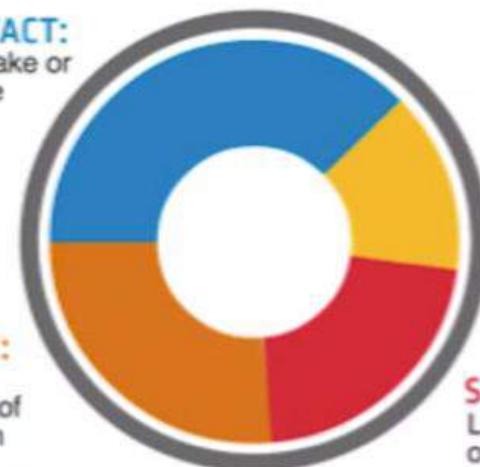
TIME TO SELL YOURSELF

The outcome of that interview can be decided in the first five minutes.

COMMON NONVERBAL MISTAKES

EYE CONTACT:

Failure to make or maintain eye contact



Handshake:

Too weak of a handshake can signal lack of confidence

SMILE:

Lack of smile or energy

KNOWLEDGE:

Having little to NO knowledge of the organization

Rapport:

Agreement or sympathy
between people.



Small talk is one of the most valuable
people skills a person can have



Interview: A business conversation.



Remember, an interview is
a business conversation.





Pay off in spades (informal):
Return great benefits

>> I doubt it as well, but if you do,
it will pay off in spades.





Does your body language communicate attentive listening?

Positive Message to the Speaker

- Lean forward
- Maintain eye contact
- Open up your arms and body
- Relax your posture
- Face the speaker
- Nod and smile

Off-Putting Gestures You Should Not Use

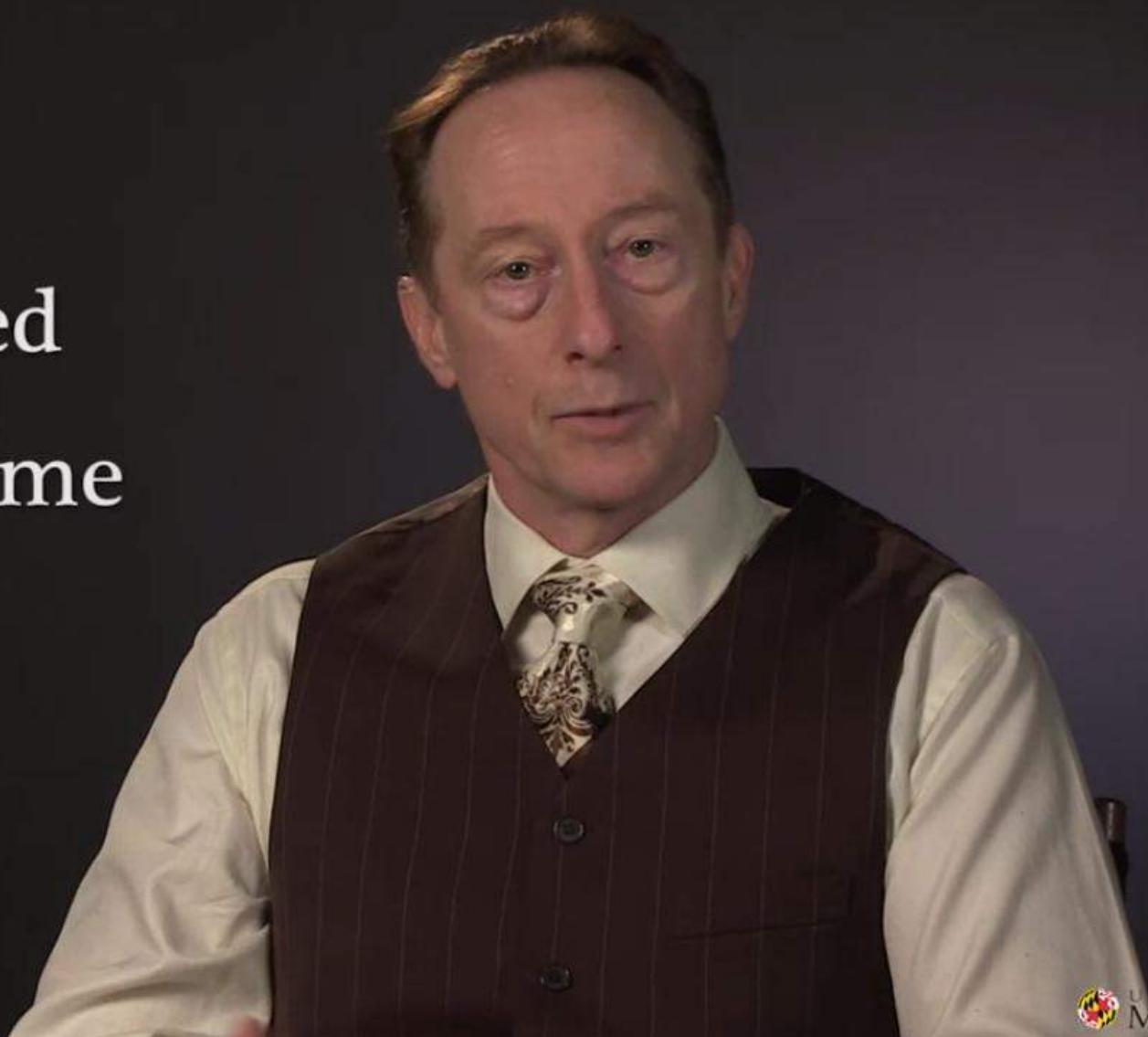
- Pointing
- Covering your mouth
- Rubbing or fondling body parts
- Fiddling with jewelry
- Crossing arms across your chest
- Looking away from the speaker



- What we say
- Confidence
- Appearance & Demeanor

Appearance & confidence matters even more than what you actually say - pay close attention to the non-verbal cues you give during your interview.

Prepare
Research
Well dressed
Plan ahead
Arrive on time



2-Minute Body Language Trick



Boost your confidence
Improve your interview
performance
Improve an interviewer's
evaluation



Our nonverbals govern how other people think and feel about us.

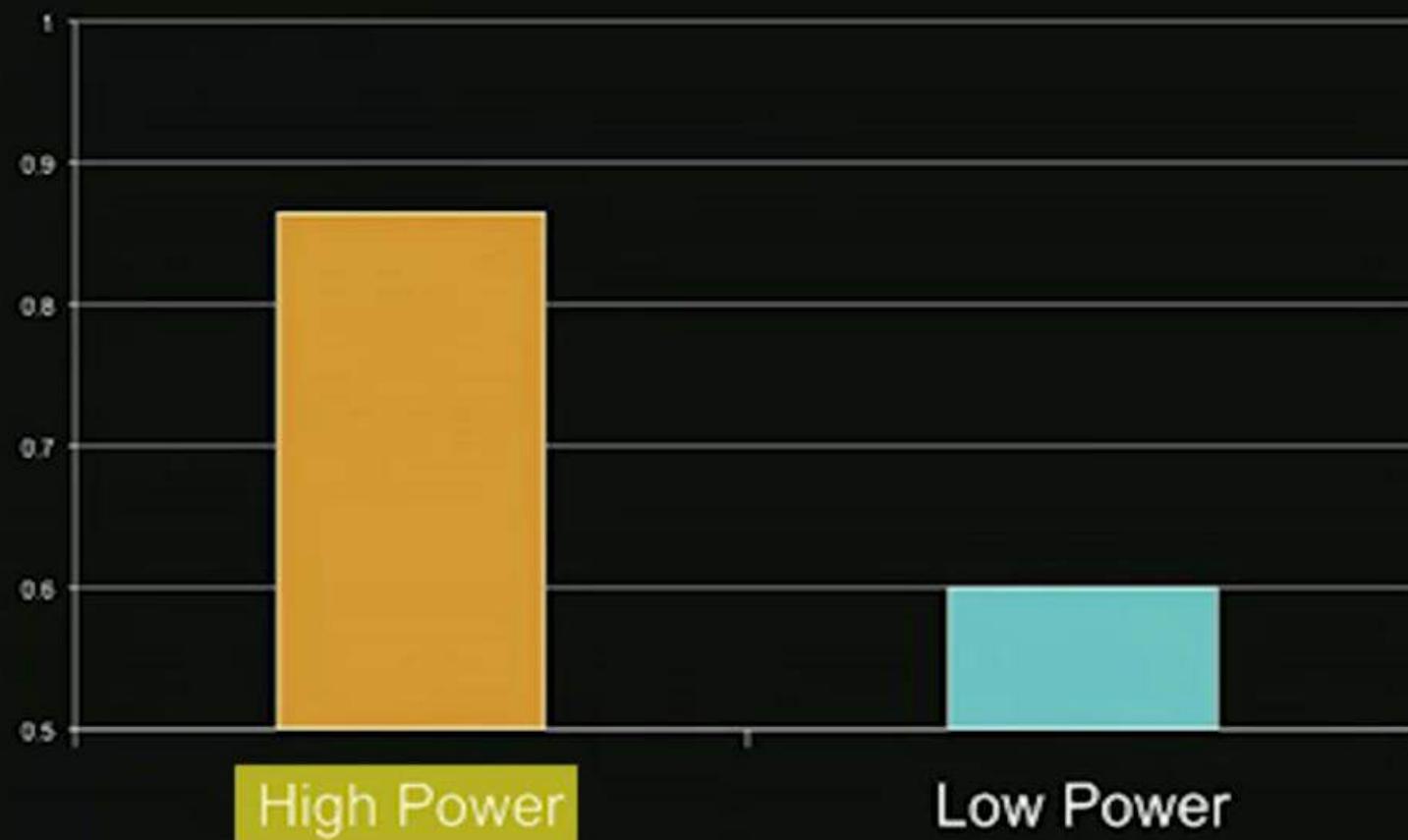
Do our nonverbals govern how we
think and feel about ourselves?



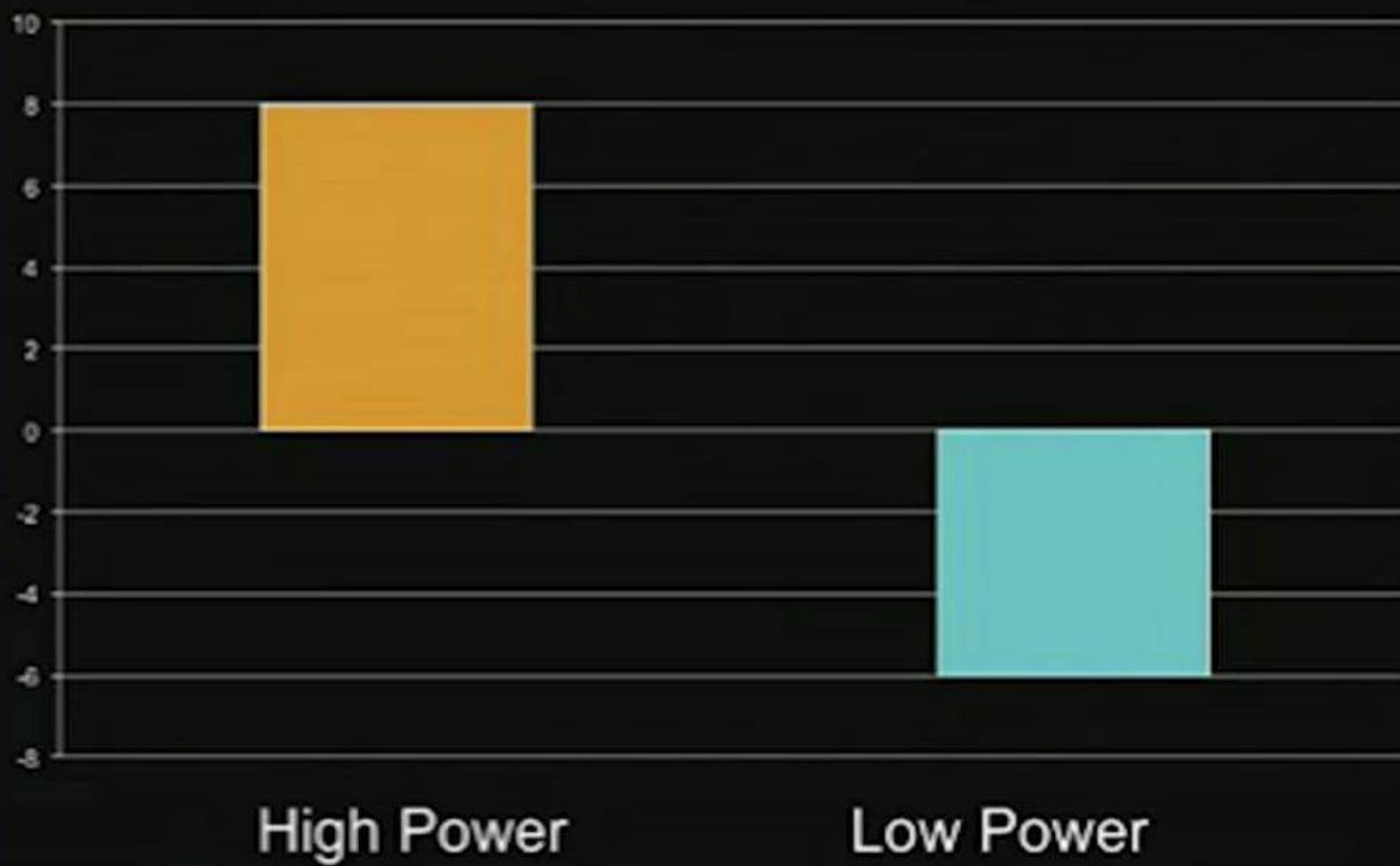
OR



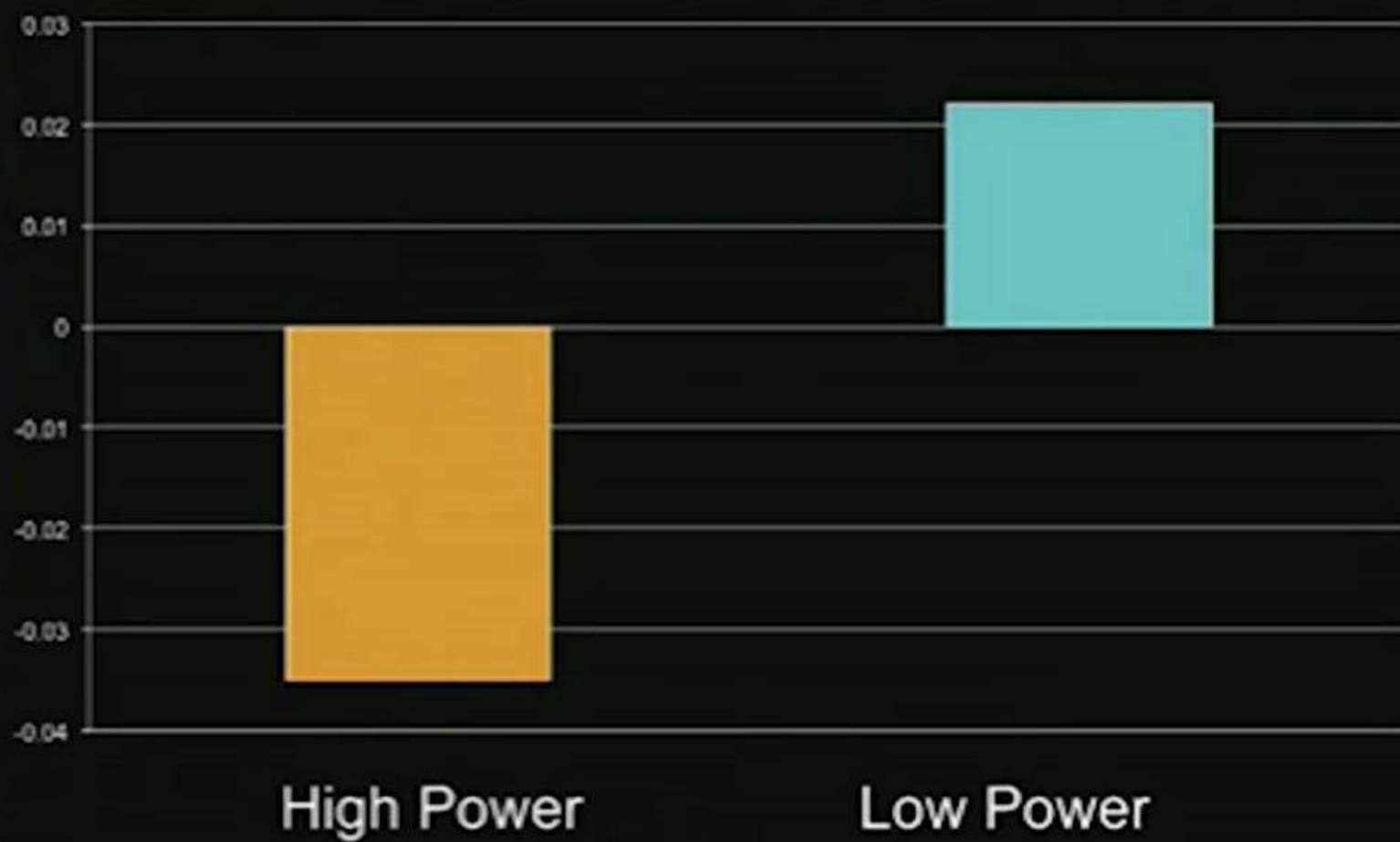
Risk Tolerance



Testosterone Change (pg/ml)



Cortisol Change (pg/ml)



tiny tweaks → **BIG CHANGES**

Passionate

Confident

Enthusiastic

Presence

Authentic

Captivating

Comfortable



Remote
In-person
Team
Stress
Case



The Remote Interview

*The Screener's Objective:
Find Reasons to Remove You
From Active Consideration*

the primary objective of
the screening interview is to remove



Discrepancies
Poor communication
Lack of qualifications



Panel
Team of people
Hiring manager
In-person interviews

multiple in-person interviews over
a series of days or even longer.



The Team Interview

[MUSIC]





Projects
Experiences
Successes
Failures

Otherwise when the individual interviewers meet to compare notes,



The Stress Interview

[MUSIC]





have they served me up one of those
questions like how many grains of chromium



Hostility
Terrible conditions
High-pressure stress

A client screaming at you because he
lost money on your stock recommendation,



A middle-aged man with glasses, wearing a dark vest over a white shirt and tie, is speaking directly to the camera against a dark background.

Stress

You'll know you're facing a stress interview if you're facing several



KEEP
CALM
AND
CARRY
ON

And the key to surviving stress
interviews, remain calm,



You win the game by keeping your cool.



MEI Maryland
English Institute
Language skills that last a lifetime

The Case Interview

[MUSIC]



McKinsey
& Company



BAIN & COMPANY

accenture
High performance. Delivered.

BCG

THE BOSTON CONSULTING GROUP

Deloitte.

Technology Fast 500

If you are targeting any of these
big management consulting companies,

A portrait of a middle-aged man with short brown hair and glasses, wearing a dark vest over a white shirt and tie. He is looking directly at the camera with a slight smile.

Victor Cheng's CaseInterview.com

then I'd recommend
Victor Cheng's CaseInterview.com.





[Case Interview](#) [Success Stories](#) [Articles](#) [Look Over My Shoulder](#) [Coaching](#)
[Consulting Resume](#) [McKinsey PST](#) [Case Book](#) [Strategic Outlier](#) [Consulting Jobs](#)



Victor Cheng



Bank Marketing in Recession



Fire Sale Marketing in the Auto Industry



Marketing Stunts Gone Wrong

Television Appearances

Victor Cheng is a former McKinsey and Company management consultant, and



Closely-related remote interviews

as well as the closely-related
remote interview.



Traditional job interview questions

answering traditional
job interview questions.

- 
- 1. Skills and abilities
 - 2. Enthusiasm and work ethic
 - 3. Good fit for the culture

the culture of the organization
you're applying to.



Image Attributions

<u>Slide 3</u>	https://www.caliperCorp.com
<u>Slide 6</u>	http://jobsearch.about.com
<u>Slide 7</u>	http://cdn1.theodysseyonline.com/
<u>Slide 9</u>	http://www.fhstyle.ie/
<u>Slide 10</u>	https://www.heartbeatinternational.org
<u>Slide 11</u>	https://www.keepcalmer.com
<u>Slide 13</u>	http://www.consultingfact.com
<u>Slide 14</u>	From the respective websites
<u>Slide 15</u>	http://www.caseinterview.com

[MUSIC]

1. Analyze the language



analyze the language that's used in the job posting.



Echoing the
language

Echoing language that a company uses in
its job postings is one way you can tell



Senior Project Manager, Financial Services - Eden Prairie, MN

Position Description:

...At UnitedHealth Group, we're on a mission to help people lead healthier lives and we're looking for ways to drive innovation. As a Senior Project Manager, you'll work to not only challenge the status quo, but change it...

... you'll lead strategic initiatives among business teams and operating groups, defining performance and goal execution. You'll be a subject matter expert and lead risk identification, methodology and resource allocation...

...The project manager will manage new solutions to provide end-to-end project management of key innovation developments from ideation to commercialization. Here, I've highlighted some words and



Responsibilities Qualifications

Taking a look at the primary
responsibilities of the position



Primary Responsibilities:

- Lead or contribute to the development of program or project scope statements with applicable stakeholders
 - Identify project duration, effort, sequence, and tasks to meet project objectives
 - Drive and participate in the capital request process, as appropriate
 - Monitor and document project milestones and outcomes throughout the project lifecycle to ensure adherence to established quality standards
 - Develop, communicate and implement program and project risk, issue management plans and strategies
 - Develop and implement contingency and recovery plans when deliverables are missed
- in ways that relate to
what United Health needs.**





Position Requirements:

- 5+ years of project management experience - Finance, IT, Product Development
- 5+ years of Financial Services experience
- 5+ years of experience in tracking, planning projects, working with large data sets and making data-driven analytical decisions.
- Demonstrated ability to communicate ideas clearly and concisely to leadership
Proficiency with MS Project, Excel, Visio, PowerPoint and SharePoint

and product development,
project management experience.



1. Examine the job posting before you submit your resume.
2. Go over the job posting again to prepare for a phone interview.
3. Analyze the job posting again before the in-person interview.



Third, you'll want to analyze it again before the in-person interview.

Needs Analysis

think about how you can
help meet those needs.



So, Tell Me about Yourself!

Daniela C. Wagner-Loera and Jon Geense
Maryland English Institute
University of Maryland, College Park

[MUSIC]





Why does the Hiring Manager Ask the Question?

- To break the ice
- To form a first impression
- To gauge your interest in the job
- To assess how well you have prepared

The interviewer asks questions
like this for two reasons.





Plan Your Opening Pitch Strategically

- Introduce your skills with a brief “I-statement”
- Relate your accomplishments and strengths to the job
- Highlight how your skills help solve the company’s need
- Express your desire to grow and develop with the company



Speak clearly, confidently and with enthusiasm
**Begin your response with a brief
statement that begins with I and**





An English Speaker Can Talk about the Present Four Ways

Aspect	Example
Simple	I speak
Perfect	I have spoken
Progress	I am speaking
Perfect Progressive	I have been speaking

Each aspect represents a **different way of thinking** about the present action.

**The English tense system represents
different ways of thinking about an action**





Simple Present Tense

(VERB in base form) or (VERB in base form +
an “-s” ending)

A fact or habitual activity

present
activity (for
stories)

scheduled
future
activity

Past

Present

Future

*My passion **is** customer service.*

*I **have** excellent skills.*

John consistently uses
the present tense in his answer.
Now





Present Perfect Tense

("has" or "have") + (Past Participle)

Activity started
in the past and
continues to the
present

Past

Present

Future

Started
Working

Now

since I started working and that focus
has allowed me to take on more and

*I have been in customer
service **since** I started
working...*

Since + point in the past





Present Perfect Progressive Tense

("has been" or "have been ") + (Present Participle)

Activity started in the past
and continues to the present

or

Activity started in the past
and recently finished

Past

Present

Future



Started
Asking



when he says, you are asking for
five plus years of experience.

You *are asking* for five
plus years of experience.



Image Attributions

Slide 5 http://grammar-monster.com/glossary/simple_present_tense.htm

Slide 6 http://www.grammar-monster.com/images/present_perfect_tense.htm

Slide 7 http://grammar-monster.com/glossary/present_perfect_progressive_tense.htm

[MUSIC]



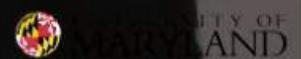
"Jon, what makes you the
best candidate for this
position?"





Speaks to Organizational Needs

financial services and project management
and expressing his passion for



Speaks to Experience Requirement



He speaks directly to the requirement for
the experience in making data-driven



Y OF
MARYLAND

Points to Problem Solving Success

allowed his current company
to sidestep a difficulty.



UNIVERSITY OF
MARYLAND



Emphasizes Communication Competencies

In his final point, he emphasizes
his understanding of communication



Language and Pragmatics

= language in the situational context,
which includes the knowledge and beliefs
of the speaker, the relationship between
speaker and listener, and the body
language

Let's look next at John's language and
pragmatics.





Right hand vs. Left hand

- Giving out information
- Receiving information

Open palms: Openness & honesty

Smooth gestures: Confidence & comfort

Generally, the right hand is usually
used to signify that you're giving





Collocations

- “what sets you apart as a candidate”
- “your first taste of something: (idiom)
- “to be deeply engaged with something”
- “to be candid about something”
- “to bring something to the table” (idiom)

meaning figures of speech
that are not taken literally.



Attributions

- <http://pickthebrain.com/blog/wp-content/uploads/2014/07/Self-Confidence.jpg>
- http://www.huffingtonpost.com/susan-p-joyce/job-interview-to-job-offer_b_5515441.html

[MUSIC]



Highlighting Your Skills and Experience

Daniela C. Wagner-Loera and Jon Geense

Maryland English Institute

University of Maryland, College Park



[MUSIC]



“Tell me about your last three positions. Explain what you did, how you did it, the people you worked for, and the people you worked with”

Tell me about your last three positions.





Two Goals

1. Briefly communicate your professional history
2. Explain how your experience helps the company



UNIVERSITY OF
MARYLAND

Recap Skills

back to the main idea, United Health needs
and how John can contribute to them.



Relevant skills (col.)

- relevant information
- relevant evidence
- a relevant question
- a relevant fact

Relevant skills.





Deadline (col.)

- set a deadline = establish when the deadline is
- extend a deadline = move the time or date further into the future
- meet a deadline = complete a task by the latest time or date
- miss a deadline = fail to complete a task by the latest time or date

In English,
a deadline is the latest time or





Deadline + adjective

- to work under a **tight** deadline = work under pressure
- a **firm** deadline = a deadline cannot be extended

Meaning to work under pressure
without much time to complete a task.





Priority (col.)

= something important

- a top priority – what is most important
- a high priority – what is very important
- a low priority – what is not very important

Common collocations with priority include,
a top priority, what is most important,





Competing priorities

= two or more high priority tasks that all require attention



Competing priorities means two or





Attributions

<http://jitpm.com/pmi-event-just-in-time-project-management/>

[MUSIC]



MEI Maryland
English Institute
Language skills that last a lifetime

Press **Esc** to exit full screen

Language Focus: Demonstrating Your Value

Charles
Maryland English Institute
University of Maryland, College Park



[MUSIC]

Transferable Skills Experience



experience, and how these meet
the requirements for the job.



1. In my last job, I was responsible for
 - a. implementing new strategies
 - b. selling souvenirs
 - c. negotiating deals
 2. I am used to
 - a. dealing with customers
 - b. managing big budgets
 - c. coping with problems
 3. This period of employment gave me experience in
 - a. managing people
 - b. networking with new clients
 - c. organizin
- Choose the best ending for each of the sentences shown on this slide,**





1. In my last job, I **was responsible for**
 - a. implementing new strategies
 - b. selling souvenirs
 - c. negotiating deals
2. I **am used to**
 - a. dealing with customers
 - b. managing big budgets
 - c. coping with problems
3. This period of employment **gave me experience in**
 - a. managing people
 - b. networking with new clients
 - c. organizing events

Adjective phrases that include a preposition ALWAYS take gerund objects when complemented by a verbal phrase.

ing objects,

when complemented by a verbal phrase.



Common Adjective Phrases that take Gerund Objects

be accustomed to	be happy about	be successful in
be afraid of	be in favor of	be suitable for
be angry about	be interested in	be thankful for
be annoyed about	be involved with/in	be tolerant of
be capable of	be known for	be uncertain about
be certain of/about	be limited to	be uneasy about
be committed to	be opposed to	be used to
be concerned with	be perfect for	be wrong about
be enthusiastic about	be pleased about	
be familiar with	be proud of	
be good at	be responsible for	
	[MUSIC]	



1. I feel I am determined
 - a. to keep paperwork organized
 - b. to communicate effectively
 - c. to be relied on as an employee
 2. I am able
 - a. to work well under pressure
 - b. to make decisions independently
 - c. to thrive as part of a team
 3. I am always ready
 - a. to use my initiative to solve problems.
 - b. to appreciate the contributions of others
 - c. to lend a hand when others need it
- Choose the best ending for each of the sentences shown on your slide,**





1. I feel I am determined
 - a. to keep paperwork organized
 - b. to communicate effectively
 - c. to be relied on as an employee
2. I am able
 - a. to work well under pressure
 - b. to make decisions independently
 - c. to thrive as part of a team
3. I am always ready
 - a. to use my initiative to solve problems.
 - b. to appreciate the contributions of others
 - c. What do you notice about the collocations that complete these three sentence steps?





1. In my last job, I was responsible for
 - a. implementing new strategies
 - b. selling souvenirs
 - c. negotiating deals
2. I am used to
 - a. dealing with customers
 - b. managing big budgets
 - c. coping with problems
3. This period of employment gave me experience in
 - a. managing people
 - b. networking with new clients
 - c. organizing events



dealing with customers, managing people.





1. I feel I **am determined**
 - a. to keep paperwork organized
 - b. to communicate effectively
 - c. to be relied on as an employee
 2. I **am able**
 - a. to work well under pressure
 - b. to make decisions independently
 - c. to thrive as part of a team
 3. I **am always ready**
 - a. to use my initiative to solve problems.
 - b. to appreciate the contributions of others
 - c. to lend a helping hand
- there are adjectives that are not followed by a preposition.**

Adjectives that are NOT followed by a preposition usually take infinitive objects when complemented by a verbal phrase.





English Vocabulary Lesson

Pet peeve

you, a pet peeve is something
that irritates you a lot.



1. What do you know about _____? And why would you like to work here?
2. Can you tell us what impressed you about the company?
3. Can you tell us a bit more about what attracted you to the position of _____?
4. You mentioned you looked at our website. What did you think of it?
5. Would you prefer to work for a _____ organization?

I put up here five questions
that I hope you've thought



To sum up, I think I'm suitable for the position at _____ for three reasons. First, _____, Second, _____, and finally _____.

**Why you believe you are the best fit for
the job.**





Press **Esc** to exit full screen

Why Are You Interested in this Position?

Daniela Wagner-Loera and Jon Geense
Maryland English Institute
University of Maryland, College Park



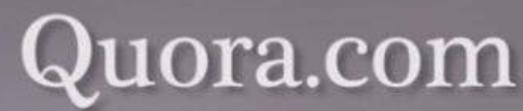
[MUSIC]



"Why should we
hire you?"

"On a scale of 1 to 5,
rate your interest
in this job."

Or on a scale of one to five,
rate your interest in this job.



Quora.com

If you search the website Quora.com for
the common reasons why software engineers



Bad Team Fit:

The most common reason
software engineers get fired



A bad team fit.





Hiring Manager's Goal: Are you a good fit for the company?



Your Goal: Sell yourself! Prove you are not only a good fit, but also the best person for the job.

Your strategy in answering this question should be to convey





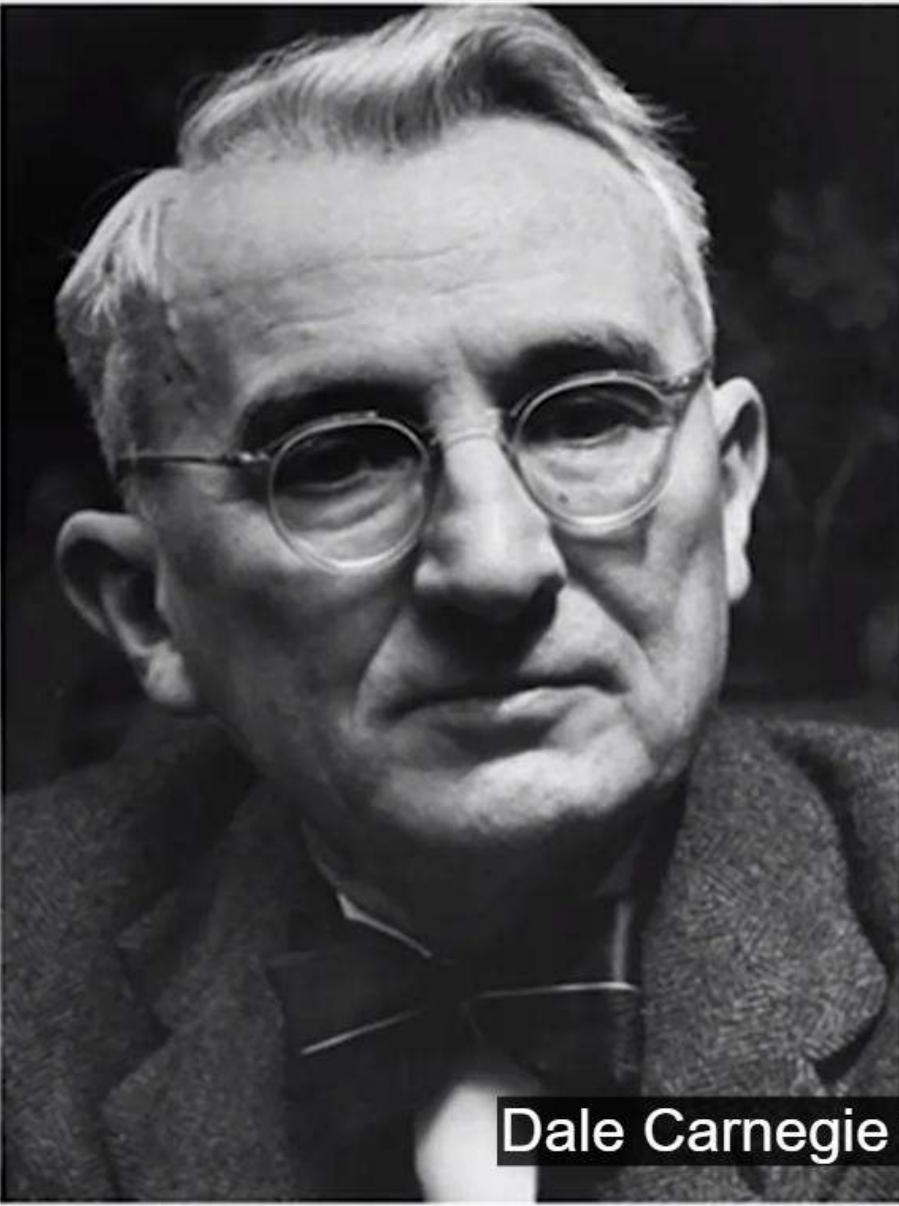
"Consistently ranked
in the top tier"

"Shepherding new
solutions will come
from the innovative
teams at United Health."

And he also mentioned that
shepherding new solutions



Interest in the company
Carefully researched
Planning to grow



People are not interested in you.
They are not interested in me. They
are interested in themselves -
morning, noon and after dinner.

— *Dale Carnegie* —

Dale Carnegie was an American writer and



Strengths fit the needs
of the company

how his strengths fit
the needs of the company.



Minnesota

Michigan

Important Choices

- Geographic Location
- Company Size

He does hint at wanting to work in a large company



Research the language
of the company

Integrate the wording
into your natural speech

**to integrate some of the wording from the
job description into your natural speech.**



The Job Description will help you develop the vocabulary you need.

1. Highlight important phrases
2. Search the English web using quotations
3. Research how the phrases are used
4. Practice the phrases in covert rehearsal.

Carefully read the job description.





"ranks in the top tier"



All Images News Shopping Maps More Search tools

About 50,200 results (0.28 seconds)

[Webster University | Overall Rankings | Best College | US ...](#)

[colleges.usnews.rankingsandreviews.com](#) > Colleges

Overall Score: 60 out of 100. Regional Universities (Midwest). #23. Overall Score: Best Colleges for Veterans. U.S. News Best Grad School Rankings. RNP Rank ...

[US News Ranking 2015 - East Carolina University](#)

[www.ecu.edu/cs-admin/news/usranking15.cfm](#) ▾ East Carolina University ▾
Sep 9, 2015 - East Carolina University ranks in the top tier of national universities in a new listing by U.S. News & World Report. In the magazine's 2016 "Best ...

[EU Business School Ranks in the Top Tier](#)

[www.euruni.edu](#) > ... > EU Press Releases ▾ EU Business School ▾
EU Business School Ranks in the Top Tier. EU Business School was ranked in the top tier of the International Graduate Forum's (IGF) MBA Rankings for both ...

Use quotation marks to find the exact phrase

Take note of how the language is used, e.g.
"top tier of" + plural

For example, John used ranked in the top tier in his response.





Key Phrases to Look For:

- Company/branded/product terms
 - *(Ex. product names)*
- Industry-specific terms
 - *(Ex. software tools, required skills, etc.)*
- Abbreviations
 - *(Ex. CEO, CFO, etc.)*

industry abbreviations should become part of your professional vocabulary.





Genuinely interested
Convey how you feel
You know what the
company and position
has to offer

Show the interviewer that you know what
the company and position has to offer.

Image Attributions	
Bad Fit (Slide 2)	www.akfiles.com
Dale Carnegie (Slide 4)	http://www.azquotes.com/picture-quotes/quote-people-are-not-interested-in-you-they-are-not-interested-in-me-they-are-interested-in-dale-carnegie-82-55-58.jpg
US Map (Slide 5)	http://www.openlearningworld.com/World_Geography/imgs/us_map.jpg
Slide 3 and Slide 8	http://www.examiner.com/article/the-best-jobs-for-asperger-adults



"Why are you looking
to leave your current
position?"

When a hiring manager asks, why are you
looking to leave your current position,

Truthful



Good responses should be truthful,
but unless you have been fired or



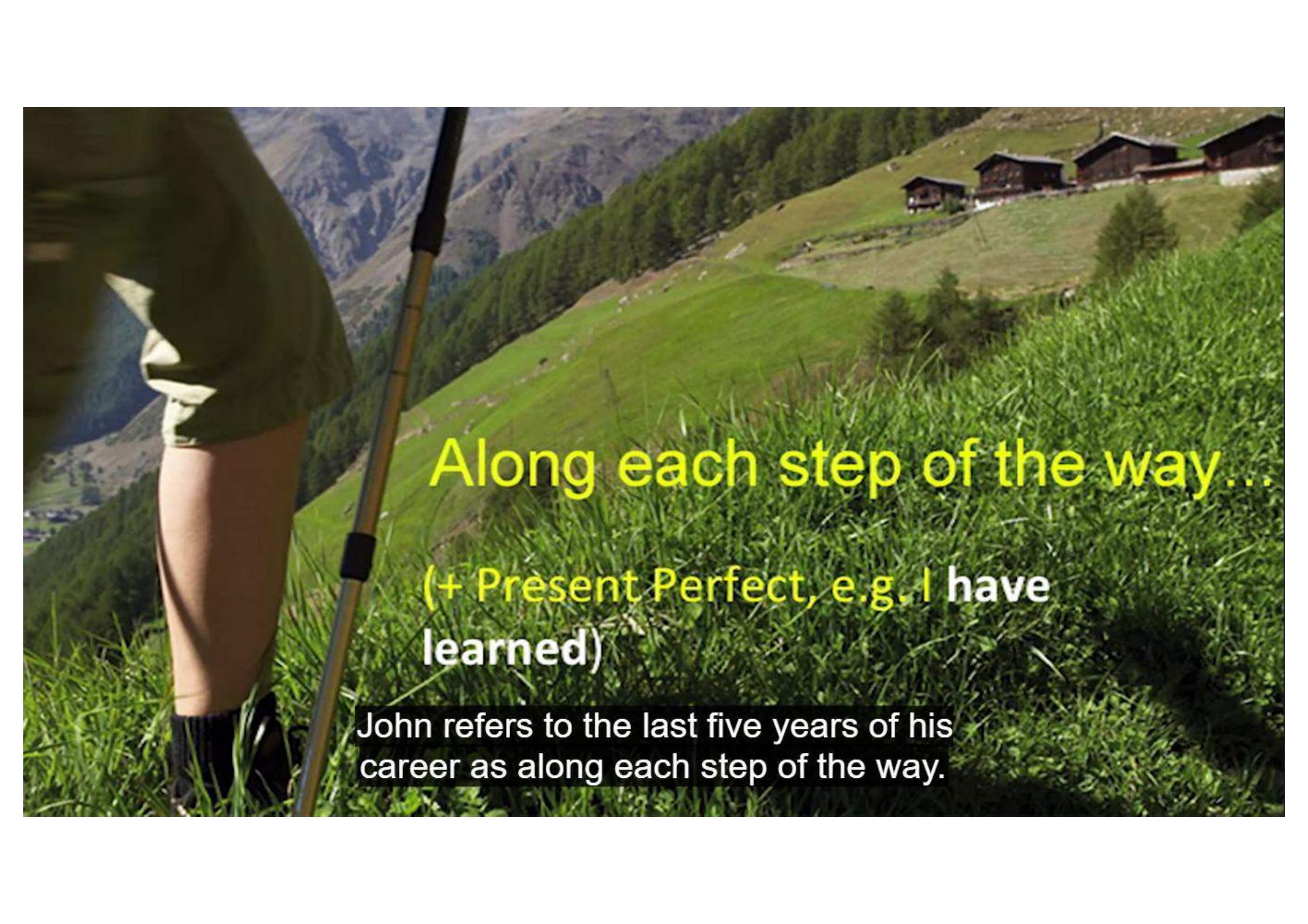
More responsibility
Bigger challenges
Better opportunities
for growth

**more responsibility, a bigger challenge
and better opportunities for growth.**



Downsize
Spouse transferred
Personal reasons

All of these are acceptable reasons but

A photograph of a person's legs and feet walking up a grassy hillside. They are wearing brown shorts, black socks, and black shoes. A wooden railing runs along the path. In the background, there are green hills, a valley, and a small cluster of traditional wooden houses at the top of the hill.

Along each step of the way...

(+ Present Perfect, e.g. I have
learned)

John refers to the last five years of his career as along each step of the way.



Present Perfect Tense

("has" or "have") + (Past Participle)

Activity started
in the past and
continues to the
present

Past

Present

Future

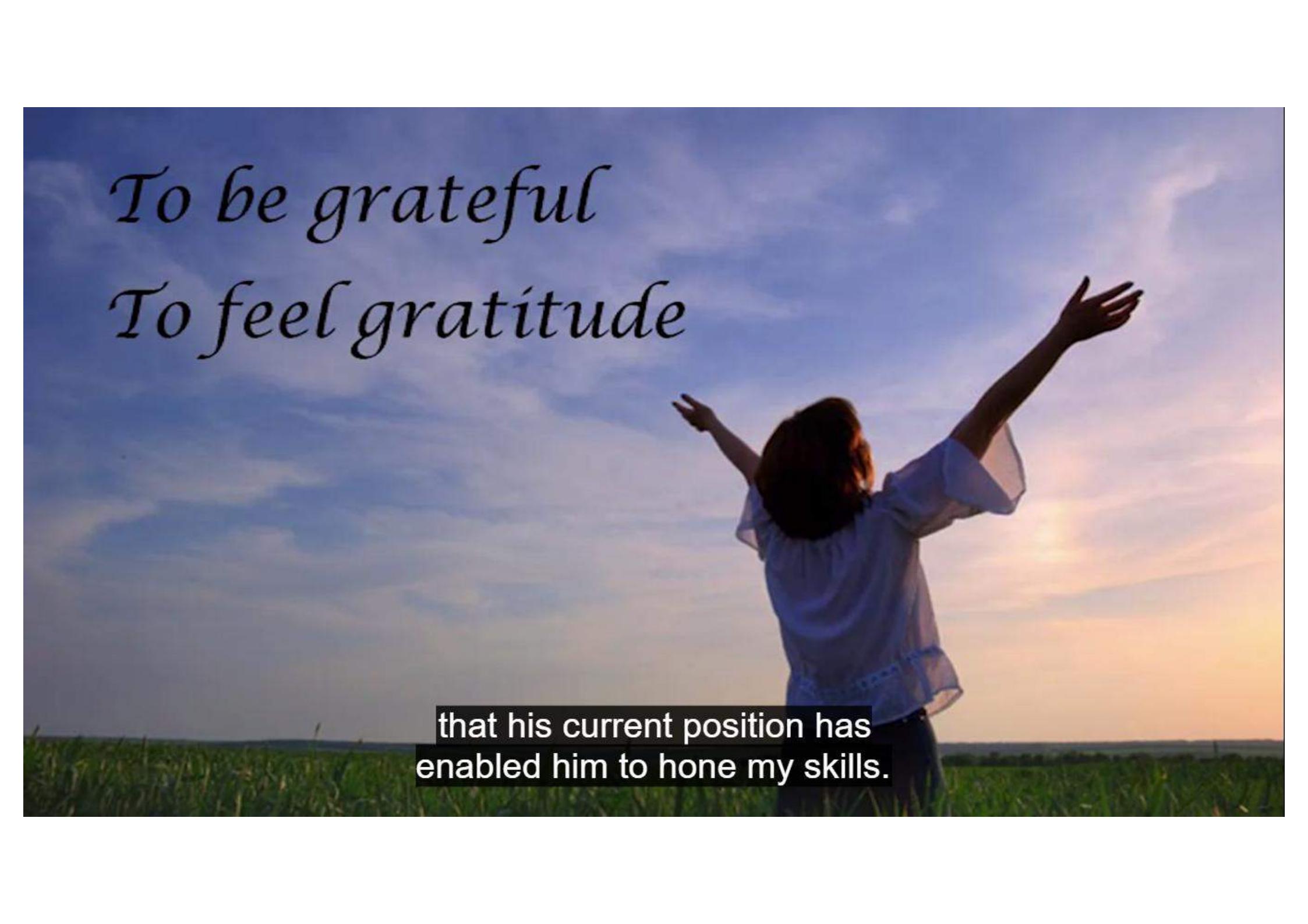
Examples of time phrases that call for the present perfect:

- For the last three years...
- Since 2013...
- Over the last decade...
- Up to now...
- Recently...
- So far...
- Already...

all the time.



*To be grateful
To feel gratitude*

A photograph of a woman from behind, standing in a field of tall grass. She is facing a vibrant sunset or sunrise, with her arms raised high in the air. The sky is filled with soft, pastel-colored clouds transitioning from blue to orange and yellow. The overall mood is one of freedom, gratitude, and connection with nature.

that his current position has
enabled him to hone my skills.



Nouns ending in -tude

- Attitude
- Aptitude
- Multitude
- Longitude
- Latitude
- Certitude
- Fortitude
- Solitude

Adjectives ending in -ful

- Careful
- Respectful
- Helpful
- Insightful
- Masterful
- Resourceful
- Skillful
- Beautiful

Gratitude is a noun.



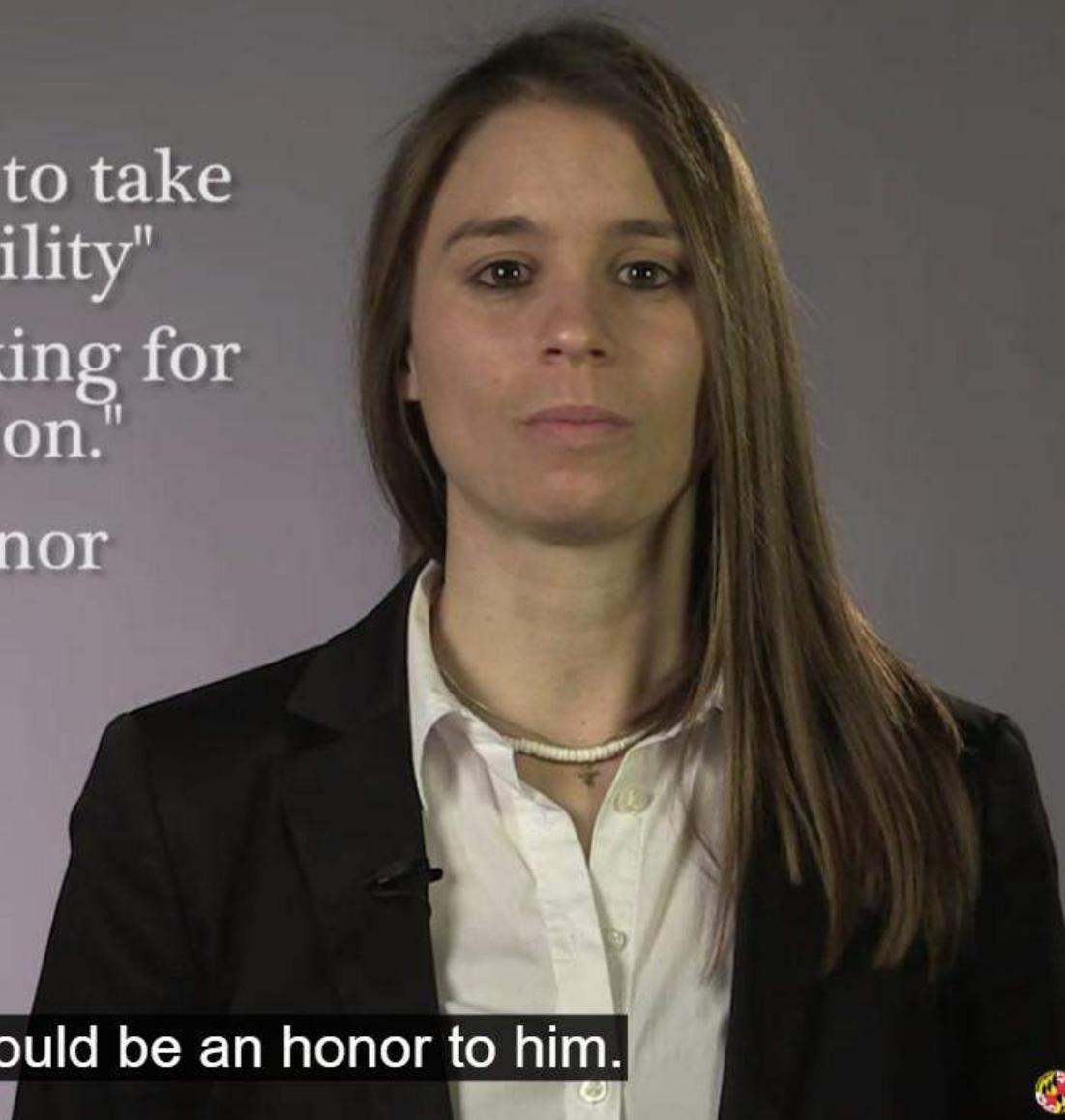


But, when we hone our skills we
can also say, sharpen our skills.

"He would be able to take
on more responsibility"

"He would be working for
a strong organization."

"It would be an honor
to him"



It would be an honor to him.

Move up
Move out

How does he communicate that he's
looking to move up rather than move out?

Press **Esc** to exit full screen

Image Attributions

Slide 2	http://www.idyllicplaces.com/uploads/media/hiking.jpg
Slide 3	http://www.grammar-monster.com/images/present_perfect_tense.png
Slide 4	http://www.urbanlotus.nl/wp-content/uploads/2013/09/dankbaarheid-in-moeilijke-tijden-750x497.jpg

"What is most important to you in the work environment?"

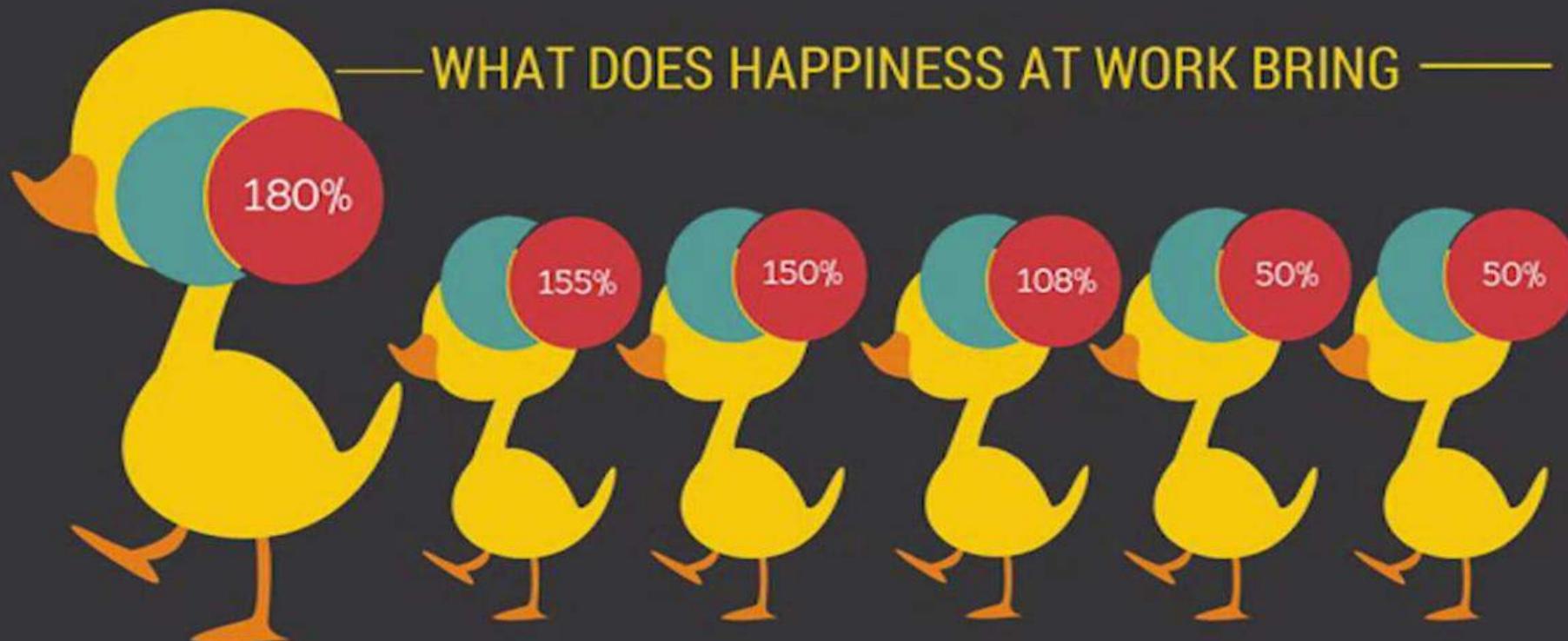


what is most important to
you in the work environment?



A good fit
Focus
Priorities

They want to know what
your priorities are.



More energized

Happier
at work

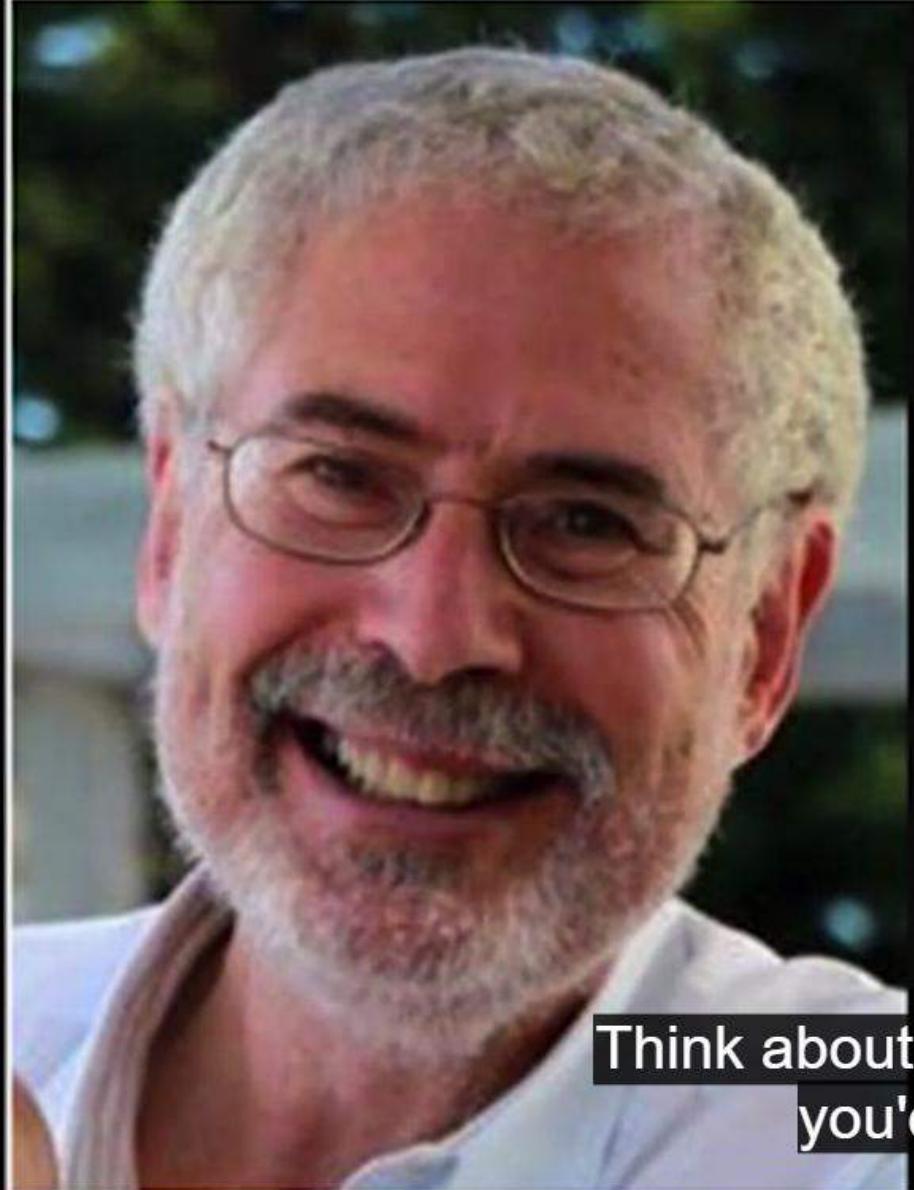
Happier
with life

More
engaged

More
motivated

More
productive

**Remember what you learned
about organizational culture**



You need to ask yourself, 'Where do you want to work: startups, mid-size or large companies?' If you find yourself debating the 'startup versus large company' choice you've already chosen the big company. Entrepreneurship isn't a career choice it's a passion and obsession.

— *Steve Blank* —

Think about the size of the company
you'd like to work for,



Feelings toward
company's customers

Why are they
important to you?

In your preparation, you should have
considered the company's mission statement



Right behaviors
Doing your best
Helping a team
succeed

And he focuses on strong elements
of the organizational culture,



High standards
Passionate colleagues
Customer satisfaction

high standards, passionate colleagues,
customer satisfaction.

Collocations with Technology

work on technology
integrate technology
implement technology
adopt technology
technology allow
technology develop license technology technology advance
exploit technology invest in technology
introduce technology promote technology base on technology
supply technology incorporate technology advance technology
combine technology acquire technology
use technology
develop technology apply technology
install technology transfer technology base upon technology
technology provide sell technology network technology
technology offer employ technology technology improve

I'd like to point out a few of
the collocations John uses.





I've had different opportunities in my life, but I've tried to maintain the spirit of an amateur. Our culture roots everything in the barometer of success and how much money you make. But if you really just aspire to a life in the arts, it's really not a barometer at all.

— *Ethan Hawke* —

John also uses a productive collocation,
the true barometer of success.

Image Attributions

Slide 2	http://www.expereteer-blog.com/wp-content/uploads/How-to-create-a-happy-work-environment.png
Slide 3	http://www.azquotes.com/picture-quotes/quote-you-need-to-ask-yourself-where-do-you-want-to-work-startups-mid-size-or-large-companies-steve-blank-71-75-24.jpg
Slide 4	http://2.bp.blogspot.com/-Wh49fpDKsrY/TsIem5ctq1I/AAAAAAAACfM/MeMh22TCgyo/s1600/Wordle++Compose.jpg
Slide 5	http://www.littlestars.tv/wp-content/uploads/accolade_post-thumb.jpg
Slide 6	http://www.azquotes.com/picture-quotes/quote-i-ve-had-different-opportunities-in-my-life-but-i-ve-tried-to-maintain-the-spirit-of-ethan-hawke-110-80-80.jpg

[MUSIC]

- Think strategically from the first meeting
- Negotiate the job first
- Postpone salary discussions
- Know the market





Be proactive
Negotiate the job
Get the offer
Negotiate the compensation

**Get the offer, and
then negotiate the compensation.**



Hi! We're PayScale.

What

PAY

What am I worth?

GET A FREE SALARY REPORT

Salary Search

Search salaries from over 50 million jobs

What

Where

Job Title, Keywords

City, State or Zip

Many sites have salary calculators you can use.

www.bls.gov/bls/blswage.htm

UNITED STATES DEPARTMENT OF LABOR

BUREAU OF LABOR STATISTICS

Home

Subjects

Data Tools

Publications

Economic Releases

A to Z Index | FAQs | About BLS | Contact Us

Follow Us | What's New

Search BLS.gov

Subject Areas

SUBJECT AREAS

- INFLATION & PROCESSES
- SPENDING & TIME USE
- UNEMPLOYMENT
- EMPLOYMENT
- PAY & BENEFITS
- PRODUCTIVITY
- WORKPLACE INJURIES
- INTERNATIONAL

Overview of BLS Wage Data by Area and Occupation

BLS wage data are available by occupation for the [Nation](#), [regions](#), [states](#), and many [metropolitan areas](#).

National Wage Data

- For [pay-setting purposes](#). Data include information on wages and benefits.
- For [over 800 occupations](#). Data are classified using the [Occupational Classification System](#).
- For [about 400 industries](#). Occupational wage data are collected for major industries using the [North American Industry Classification System \(NAICS\)](#).
- Data by occupation and gender ([PDF](#)). Data for men and women are presented separately for each occupation.

salary.com®
Salary Search System
Enter industry

Salary

Job Search

indeed
one search. all jobs.

MONSTER

Resume

Jobs

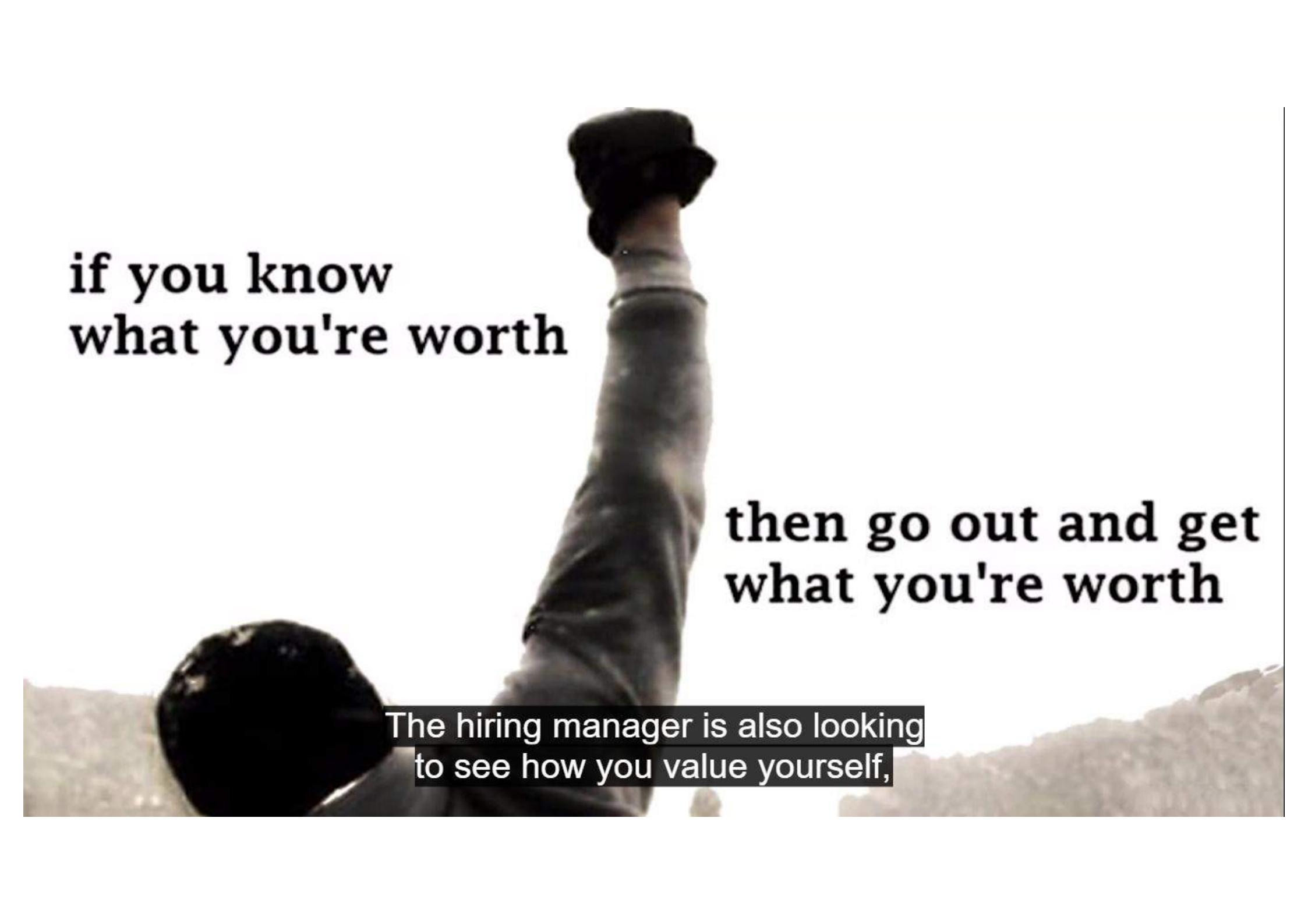
Career Resources

Free Salary Info



"You've seen the salary range for this position. Are you comfortable with that?"

If so, you might be asked, You've seen the salary range for this position.

A black and white photograph of a person from the waist up, wearing a dark suit jacket, a light-colored shirt, and a dark tie. The person is standing with their back slightly turned to the camera, looking towards a range of mountains in the distance. The sky is clear and blue.

**if you know
what you're worth**

**then go out and get
what you're worth**

The hiring manager is also looking
to see how you value yourself,



Let's Talk About...

- Allows you to redirect the conversation
- Use of “Let’s” is inclusive – signals courtesy
- Compare to “I want to talk about...”
- Example: *“Let’s talk about the required skills first.”*

You heard John use the phrase,
let's talk about requirements first.





"Let's talk about..."

By using, let's talk about, John makes it clear that the conversation is a dialogue.

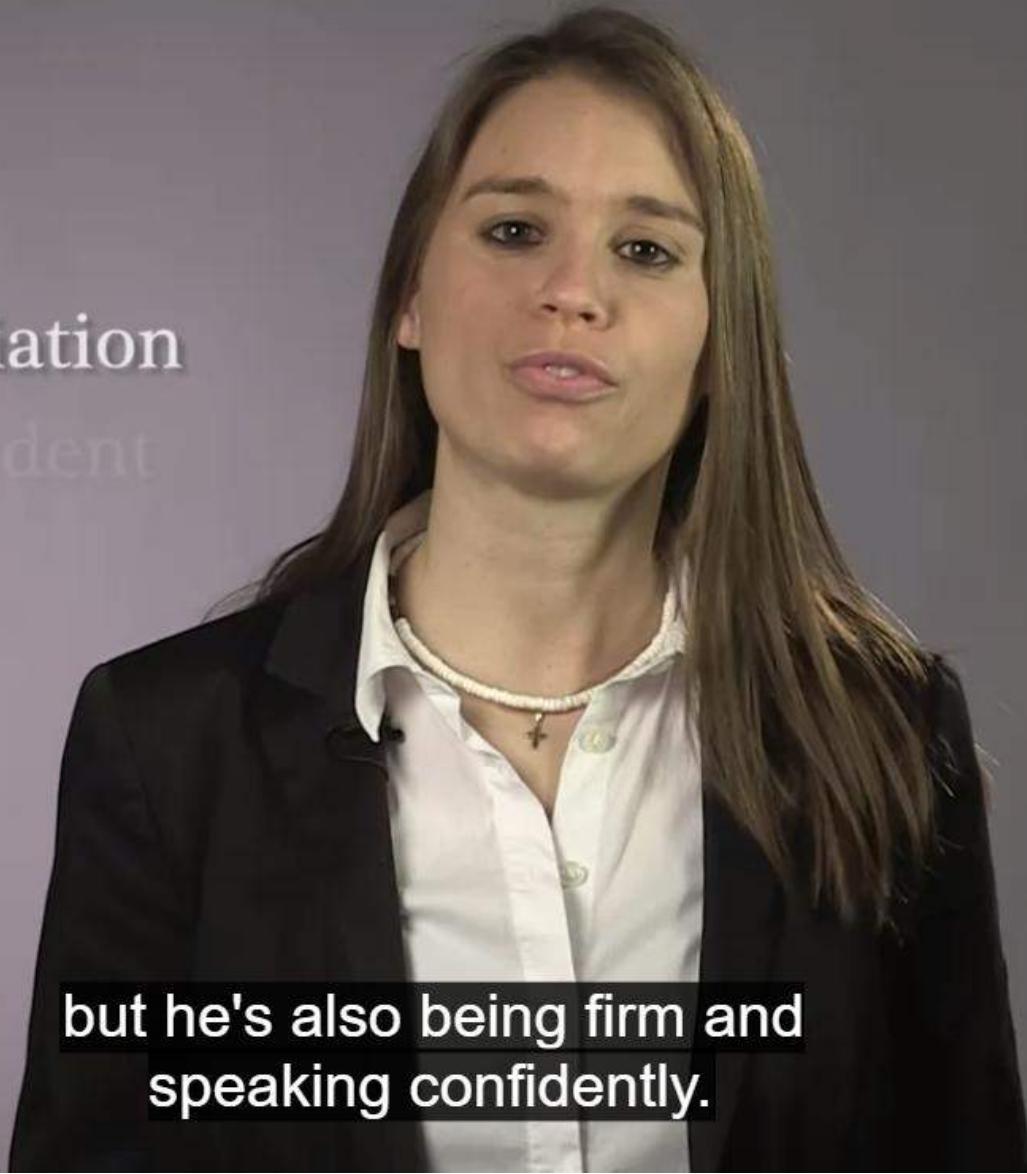


I can be flexible...

- Indicates your willingness to negotiate.
- Signals that your priority is the fit, not the salary.
- Example: "*If I really like the team and the work, I will be flexible on salary.*"
- Example: "*I know we can work something out.*"

John also uses the, I can be
flexible in salary, to indicate his



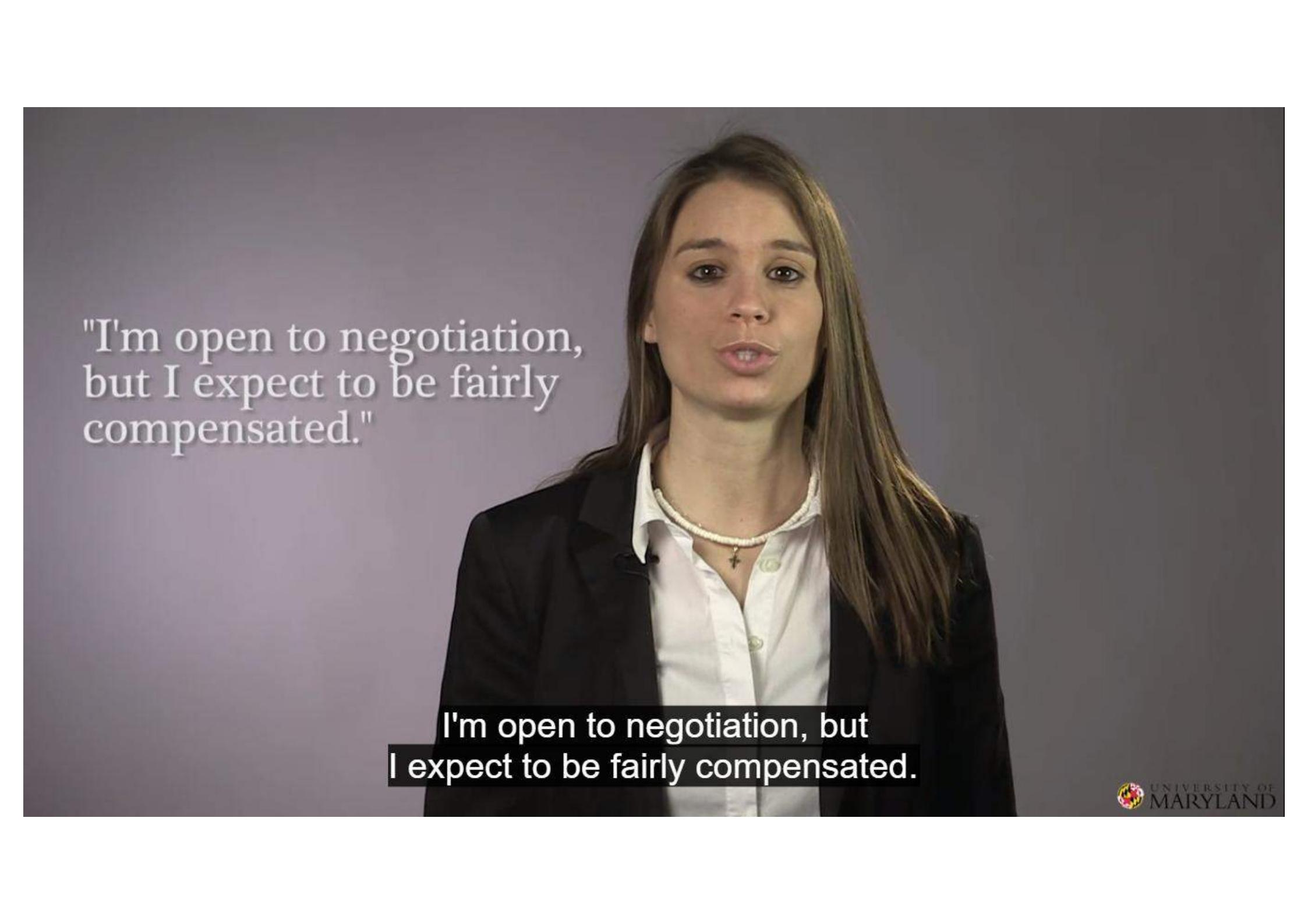


Open to negotiation
Firm and confident

but he's also being firm and
speaking confidently.

Open to negotiation
Firm and confident

but he's also being firm and
speaking confidently.



"I'm open to negotiation,
but I expect to be fairly
compensated."

I'm open to negotiation, but
I expect to be fairly compensated.



I would trust... - I would appreciate...

- Language that softens your demand
- Communicates that you have done your research
- Example: "*I would trust you to make a fair offer.*"
- Example: "*I'd appreciate it if you made me a fair offer based what the company has budgeted.*"

Let's look at two other phrases John uses.





Stay humble, polite, and confident!

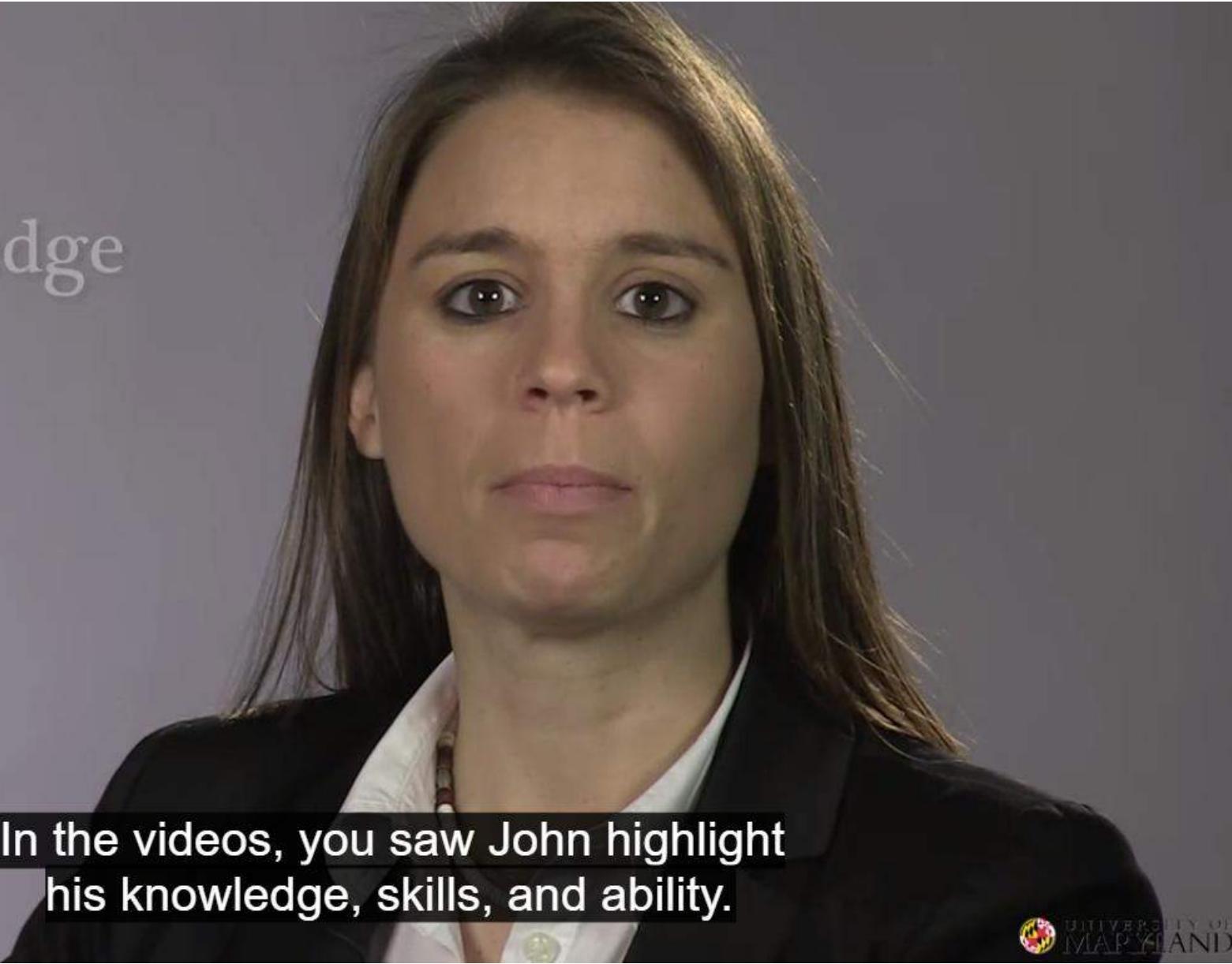
- *Don't be intimidated.*
- *Be prepared.*
- *Use courtesy markers.*



What you should take away from
this lesson are these guidelines.

Image Attributions	
Slide 2	https://www.virtualvocations.com/blog/telecommuting-job-search-help/telecommuting-job-interviews/handling-salary-question/
Slide 3	Screen shots from the respective sites
Slide 4	http://www.top5percentincome.com/wp-content/uploads/2014/03/Know-what-you-are-Worth.jpg
Slide 5	http://speakingtopic.com/category/english-phrases/
Slide 9	http://mariashriver.com/blog/2011/06/tips-communicating-effectively-during-job-interview/

[MUSIC]



Knowledge
Skills
Ability

In the videos, you saw John highlight his knowledge, skills, and ability.





Most common interview question
"TELL ME ABOUT YOURSELF"



INTERVIEW **STREAM** 2003-2014

But many applicants couldn't
give her a good answer.





Most common interview question
"TELL ME ABOUT YOURSELF"



INTERVIEW **STREAM** 2003-2014

Most common response falls short
IT LACKS FOCUS & PURPOSE



Connie spend 25 years on Wall Street.





Is this your attitude?

"My work stands on its own. Marketing myself is a dirty business."

The idea of pitching yourself, of selling
yourself may be difficult to accept.





Stories
Attitude
Body Language
Your Pitch

It is as much your professional
responsibility to promote yourself.





Embrace the Accomplishments Mindset

There's an old joke that
explains what I'm getting at.



Promoting Yourself is Mandatory

That doesn't mean being untruthful, but
it does mean positioning yourself for

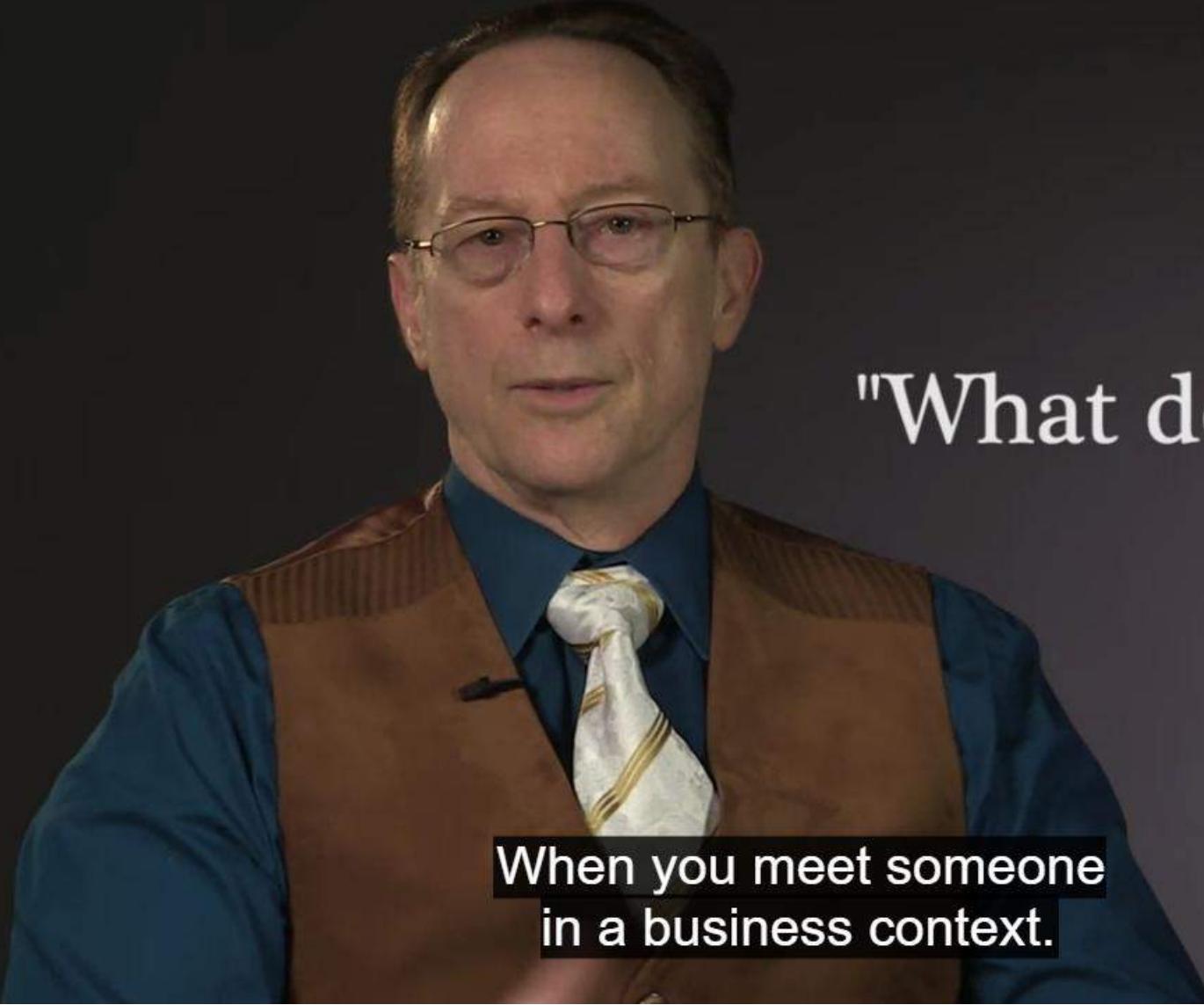


MEI Maryland English Institute
Language skills that last a lifetime.

Language skills that last a lifetime

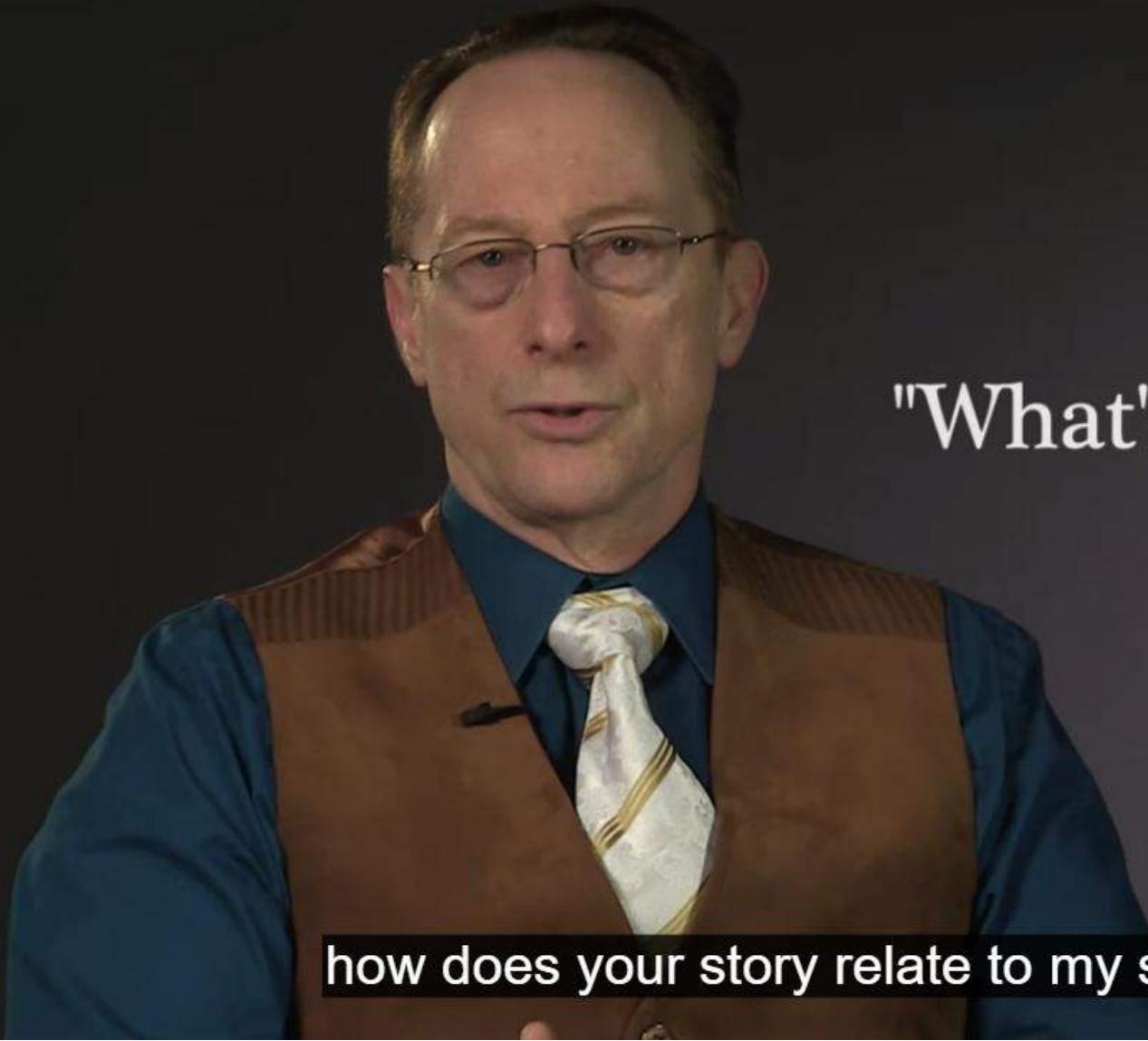
The image is a word cloud graphic. The central, largest words are "Storytelling" and "Stories", both in a large, dark red font. Surrounding these are numerous other words in various sizes and colors, including "corporate", "industry", "organization", "communication", "people", "motivate", "communicate", "writing", "inspire", "blogs", "means", "example", "books", "hero", and "People". The words are arranged in a roughly circular pattern around the center, with some words like "writing" and "inspire" appearing multiple times in different sizes.





"What do you do?"

When you meet someone
in a business context.



"What's your story?"

how does your story relate to my story?





"WORDS ARE HOW WE THINK;
STORIES ARE HOW WE LINK."
- CHRISTINA BALDWIN

Your core story has to speak
first to the heart and

Steve Jobs > Quotes > Quotable Quote



"I have looked in the mirror every morning and asked myself: "If today were the last day of my life, would I want to do what I am about to do today?" And whenever the answer has been "No" for too many days in a row, I know I need to change something."

— Steve Jobs

tags: [change](#), [life](#)

[Read more quotes from Steve Jobs](#)

[MUSIC]

**The most important
story you can tell and
be connected to is the
story of why you do
the work that you do.**

**And if you're here watching this video,
we know you need to change something.**

Be-ing
Do-ing
Act-ing

They answer with some kind of function or title.

A middle-aged man with glasses, wearing a brown vest over a blue shirt and a striped tie, is speaking directly to the camera against a dark background.

-ing

We are called to be
architects of the future, not
its victims.

R. Buckminster Fuller

Architecture, Future





Complete this language exercise:

Architect is to imagination

As _____ is to my planning





**PEOPLE DON'T BUY
WHAT YOU DO, THEY
BUY WHY YOU DO IT.**

People don't buy what you do,
they buy why you do it.
Simon Sinek

A silhouette photograph of a person riding a horse, facing away from the viewer towards a bright, glowing horizon. The background is a vibrant orange and yellow sunset or sunrise. The horse's mane and tail are flowing.

Find your horse to ride

In English we have a number of sayings
to describe getting ahead in the world.

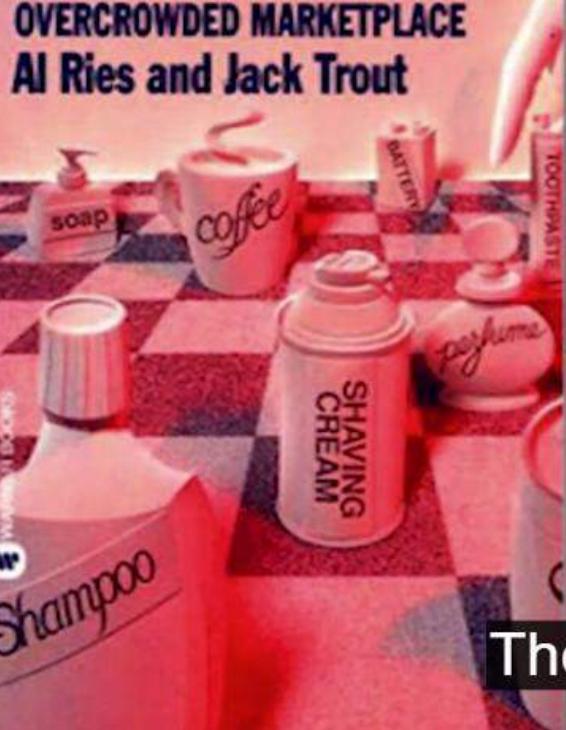
OVER 1/2 MILLION COPIES IN
THE MARKETING CLASSIC

POSITIONING

THE BATTLE FOR YOUR

HOW TO BE SEEN AND HEARD IN THE
OVERCROWDED MARKETPLACE

Al Ries and Jack Trout



With a New Foreword by Philip Kotler,
Kellogg Graduate School of Management

THE MARKETING CLASSIC

over
1/2 million
copies
in print

POSITIONING

and
JACK
TROUT

how to
and
the over
mar

To Many It's the Bible on Strategy—the Most Influential Advertising Book Ever Written

POSITIONING: The Battle for Your Mind

THE 20TH
ANNIVERSARY EDITION
WITH COMMENTS
BY THE AUTHORS

Al Ries and Jack Trout

The idea of positioning became prominent,

"SUCCESS IN LIFE IS
BASED MORE ON WHAT
OTHERS CAN DO FOR YOU
THAN ON WHAT YOU
CAN DO FOR YOURSELF"

RIES & TROUT

This is the reality today's internet
connected world of business and commerce.



Why Macintosh?

>> Now ask, why Macintosh?

A middle-aged man with short, light-colored hair and glasses is looking slightly to his left. He is wearing a blue button-down shirt, a white striped tie, and a brown ribbed vest over his shoulders. A small black microphone is clipped to the collar of his shirt.

Why buy
Macintosh?

Why buy Macintosh?



A middle-aged man with glasses, wearing a blue shirt and a brown vest over a white striped tie, is gesturing with his right hand while speaking.

Why choose
Macintosh?

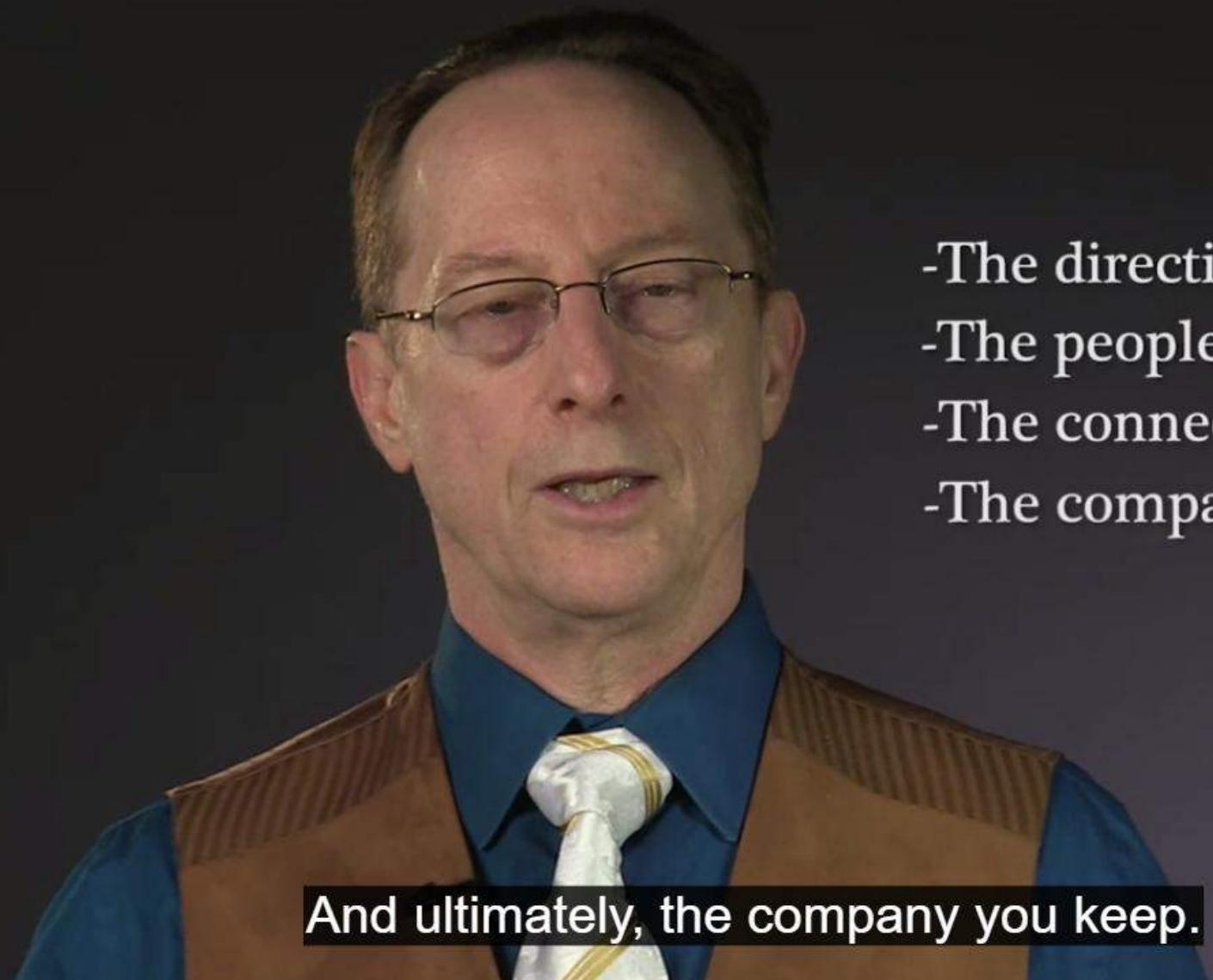
Why choose Macintosh?





Narrow the focus
of your expertise

You can't be all things to all people so
you have to find your horse to ride.



- The direction you take
- The people you meet
- The connections you form
- The company you keep

And ultimately, the company you keep.



You want them
to choose you.

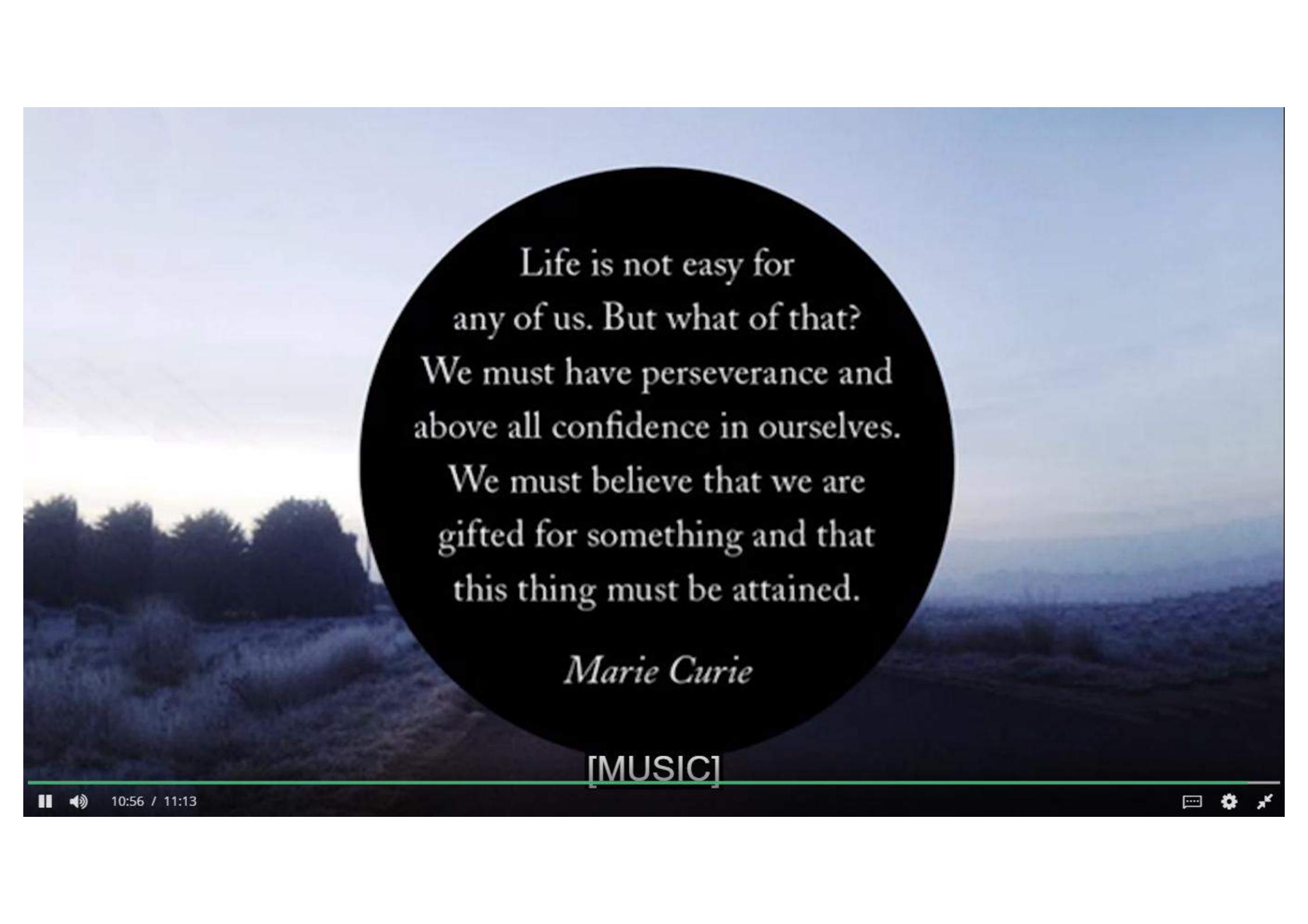
And you want them to choose you
because you're the best fit.





Shape
the space

to shape the space in
the hiring manager's mind.



Life is not easy for
any of us. But what of that?
We must have perseverance and
above all confidence in ourselves.
We must believe that we are
gifted for something and that
this thing must be attained.

Marie Curie

[MUSIC]

FIND YOUR POSITION

STEP
1



What are your key strengths or positive qualities?

STEP
2



Why are you interested in this organization, or more generally, this industry?

STEP
3



What unique contributions will you make?

They should change depending on the position you're competing to fill.

"MOST PEOPLE ARE NOT
RUTHLESS ENOUGH TO
SET UP A SINGLE CONCEPT
FOR THEMSELVES.
THEY VACILLATE."

RIES & TROUT

They go back and forth between yes and no.



"IT'S NOT ENOUGH
JUST TO MAKE FRIENDS.
YOU'VE GOT TO TAKE OUT
THAT FRIENDSHIP HORSE
AND EXERCISE IT ONCE
IN A WHILE."

RIES & TROUT

When a business friend you haven't
heard from in five years calls you and



A silhouette photograph of a person riding a horse, facing right. The background is a vibrant orange and yellow sunset or sunrise. The word "Faith" is written in a cursive font to the right of the horse.

Faith

He died in 1984 with a personal
fortune estimated at \$500 million.



"THERE IS ONE OTHER HORSE. AN ANIMAL THAT IS MEAN, DIFFICULT, AND UNPREDICTABLE."

RIES & TROUT

One people often try to ride
with very little success.





The jockey that wins the race is usually the one with the best horse.

The jockey that wins the race is the one with the best horse.



"SO PICK YOURSELF
A HORSE TO RIDE
AND THEN RIDE IT
FOR ALL IT'S WORTH."

RIES & TROUT

So pick yourself a horse to ride and
then ride it for all it's worth.

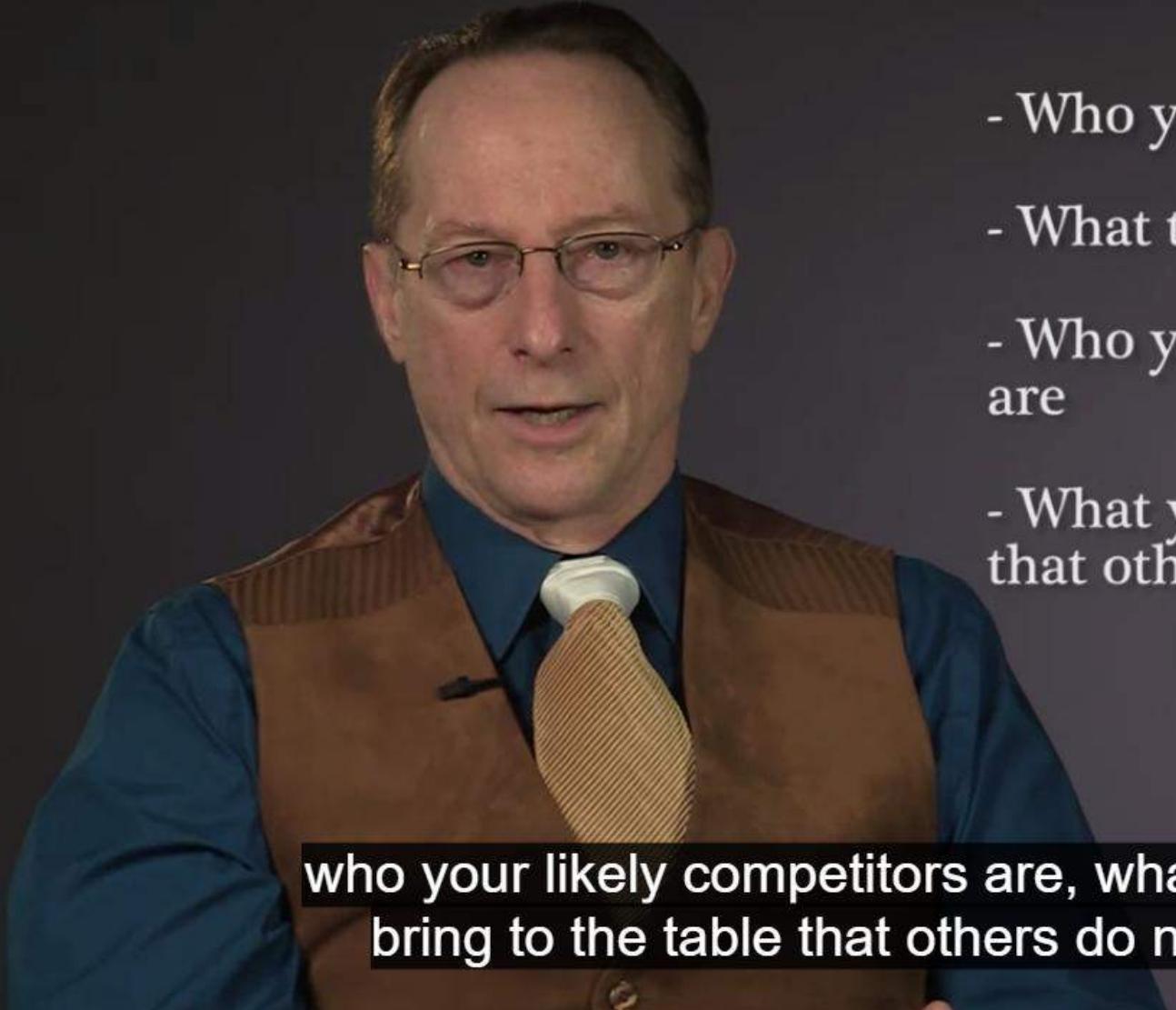


Press Esc to exit full screen

"TRYING HARDER
IS RARELY THE PATHWAY TO SUCCESS.
TRYING SMARTER
IS THE BETTER WAY."

RIES & TROUT

But the only sure way to success is
to find yourself a horse to ride.



who your likely competitors are, what you bring to the table that others do not.

- Who you are pitching to
- What they are interested in
- Who you're likely competitors are
- What you bring to the table that others do not

Press **Esc** to exit full screen

Summary of What I Have to Offer

Worksheet to Use in Developing Your Elevator Pitch to a Specific Target

Checklist - to make your pitch effective, make sure you know:

- Who you are pitching to _____
- What they want in a candidate _____
- What they are interested in _____
- Who your likely competitors are _____
- What makes you unique _____

For Target # _____ Geographic area: _____

Industry or company size: _____

Position/function: _____

1. What is the most important thing I want this target to know about me?
2. What is the second most important thing I want this target to know about me?

The next section of the worksheet has you document which topic you are focusing on.

3. My key selling points: Accomplishments that support/prove statements #1 and #2:

What is the third most important thing?



Focus Positioning Efforts Here



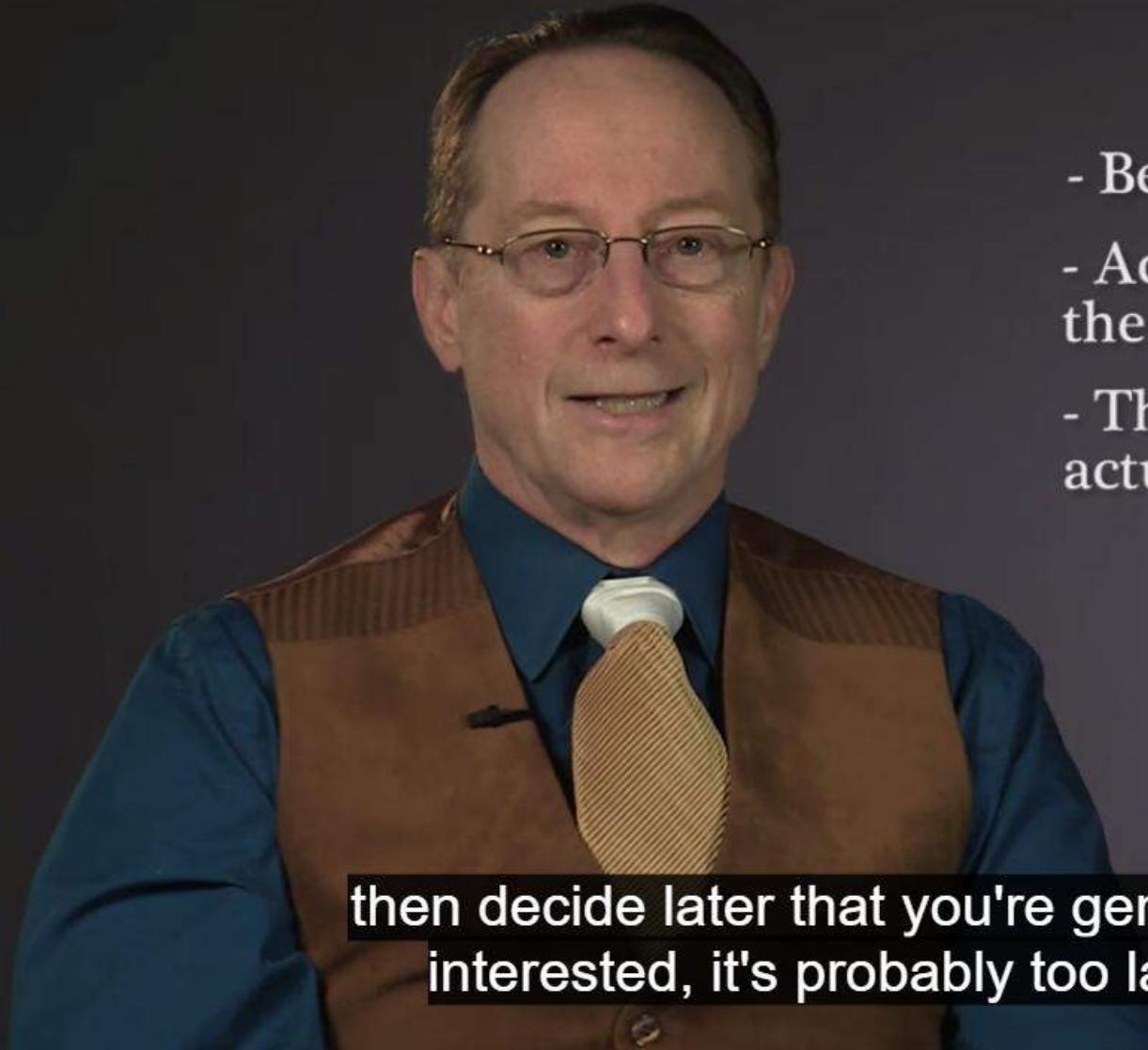
**The fourth part of the worksheet
is a tremendously important part.**



Show Enthusiasm

a low key person, force yourself
to sit forward in your chair.





- Be enthusiastic
- Act as if you do want the job
- Then decide if you actually do want it

then decide later that you're genuinely interested, it's probably too late.

Summary of What I Have to Offer

Worksheet to Use in Developing Your Elevator Pitch to a Specific Target

Checklist – to make your pitch effective, make sure you know:

- Who you are pitching to United Health Group - OptumInsight - Innovation & Portfolio Mgmt Dept
- What they want in a candidate High-impact leader to help transform health care
- What they are interested in Organic growth in U.S. health care market
- Who your likely competitors are Experienced PMs from UHG competitors
- What makes you unique IT-Savvy, Forward-Thinking, Eager to Learn

This is a pitch worksheet for
the innovation and



For Target # 3 Geographic area: Minnesota, United States
Industry or company size: Health-Care, Large Cap (\$109B)
Position/function: Senior Project Manager



John is targeting a Large Cap company,



What is the most important thing
I want this target to know about me?

*I'm smart and know how to capitalize on big
data to deliver on project promises...*





What are my key accomplishments that provide evidence of my two claims?

I've taken on increasing leadership responsibility throughout my career. Today I manage the team for two complex, multi-million dollar projects. I set goals, keep my team in good spirits, coordinate dynamic timelines, and delegate responsibilities. I have received unanimous positive ratings from clients.

This is John's longest response.





What makes me unique?

I combine my leadership expertise with a passion for health care and the desire to help build a society where the health care needs of all members are secure.

**a personal why that reaches into
the mission goals of the host company.**





Other key points that may apply to this position?

I thrive on going after stretch goals and hitting ambitious targets. With my first-rate analytic skills and comfort level with fluid targets, I can help Optum deliver innovative projects on time and within budget.

**He describes those aspects
of his target position**





Likely objections and how to handle them.

I am still young. Think of me as a promising start-up. I don't have decades of experience, but you don't have to pay blue chip prices to invest. I'm a bright prospect who's eager to learn and enjoys being coached. There's no "I've always done it this way" or "I know better" in my attitude. You get a mind open to innovative ideas.

John anticipates that the hiring manager will object to his modest track record.



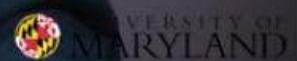
"I'm Robin," she said. "I'm Deborah," I replied. "So, Robin...what do you do?"

Suddenly, she broke eye contact and stared up at the wall, as if something were written there. Without expression, Robin recited, "I help busy professionals live pain-free lives so that they can get back to work."

**Now poor Robin, the other woman
had been coached to have her**

Short sentences
One syllable
Short clauses

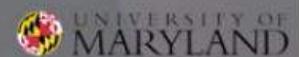
Short clauses that communicate clearly.





*Winnow Your Full Pitch
Genuine Curiosity
Down to a Sentence.*

show genuine curiosity about them.



*Winnow Your Full Pitch
Down to a Sentence.*

show genuine curiosity about them.

