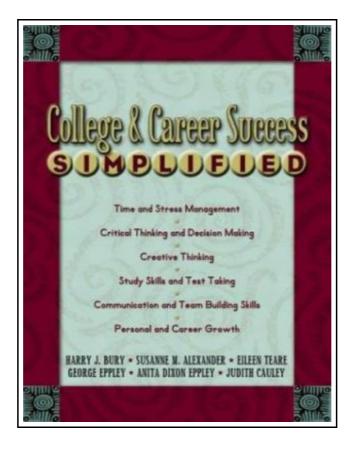
College and Career Success Simplified



Filesize: 1.04 MB

Reviews

Comprehensive guide! Its this type of very good read through. It is actually writter in simple words and phrases rather than difficult to understand. It is extremely difficult to leave it before concluding, once you begin to read the book.

(Bernie Mante PhD)

COLLEGE AND CAREER SUCCESS SIMPLIFIED



Longman, 2003. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: *Each chapter concludes with "Scenario for Success," "Activities for Success," and "Journal for Success." 1. Using Resources for Success.1.1 The Importance of Resources and Networking.1.2 Student Activities.1.3 Balancing Your Needs. Tips for Success: Resources, Activities, and Needs. 2. Using the Computer for Success.2.1 Staying Current With Computers.2.2 Personal Benefits of Using the Internet.2.3 Using the Internet.2.4 Email Etiquette.2.5 Personal Benefits of Email.2.6 Ownership of Information.2.7 Using Software Suites.2.8 Saving Energy and Money. Tips for Success: Computer Usage. 3. Success in Managing Time. 3.1 Importance of Time Management.3.2 Planning Ahead.3.3 Using a Daily Planner.3.4 Identifying Your Values. Tips for Success: Time Management.4. Success in Managing Stress.4.1 Our Stressful Environment.4.2 Identifying Stress.4.3 Successful Simplifying Strategies. Tips for Success: Managing Stress. 5. Critical Thinking and Decision Making for Success.5.1 Successful Critical Thinking Skills.5.2 Learning Styles.5.3 Value of Critical Thinking.5.4 Effective Individual Decision Making. Tips for Success: Critical Thinking and Decision Making. 6. Creative Thinking for Success.6.1 Creative Thinking.6.2 Create Connections and Patterns.6.3 Ways to Access Your Creativity. Tips for Success: Creative Thinking.7. Successful Note-Taking Methods.7.1 Note-Taking Skills in School and Work.7.2 The Cornell Note-Taking System.7.3 SQ3R Study Method.Tips for Success: Taking Notes.8. Successful Learning from Textbooks.8.1 Understanding the Content.8.2 Understanding Visual Content.8.3 Concentration Techniques.8.4 Creating Study Aids. Tips for Success: Learning from Textbooks. 9. Taking Tests Successfully. 9.1 Preparation. 9.2 Memory Tools.9.3 Cheating. Tips for Success: Taking Tests.10. Personal Growth Success.10.1 Positive Self-Talk, Self-Esteem, and Self-Respect.10.2 Respecting Yourself.10.3 Using Visualization.10.4 Setting Goals.10.5 Setting Objectives. Tips for Success: Personal Growth. 11. Successful Communication Skills. 11.1 Body Language. 11.2 Active Listening.11.3 Successful Communication Behaviors.11.4 Public Speaking and Making Presentations.Tips for Success: Communications.12. Building Teams Successfully.12.1 Cooperation and Collaboration.12.2 Effective Group Decision Making.12.3 Qualities of a Team Player.12.4 Managing Conflict. Tips for Success: Building Teams.13. Job Search Success.13.1 Job Search Considerations.13.2 Resumes and Cover Letters.13.3 Interviewing.13.4 Job Search. Tips for Success: Job...



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