Answering Questions (FCM RCM)

1. Focus On The Questioner
2. Control The Situation
3. Motivate Questions
4. Respond Appropriately
5. Conclude The Speech
6. Maintain Self Control

Appearing More Confident (GMC WAVU)

1. Gain Control At The Start
2. Maintain Eye Contact
3. Control Tone Of Your Voice
4. Watch Your Posture
5. Vary Facial Expressions
6. Use Appropriate Gestures

The Changing Workplace

1. How Often People Look For Work
2. Where People Find Work
3. The Type Of People Who Find Work

Building Your Confidence (RVTPT BFGKD)

1. Rehearse
2. Visualize Success
3. Take A Few Breaths
4. Prepare Extra Materials
5. Think Positively
6. Be Prepared
7. Focus Outside Yourself
8. Get Comfortable
9. Keep Going
10. Don't Panic

What Can You Offer ? (PPEEW)

1. Personal Achievements
2. Personal Characteristics
3. Educational Preparation
4. Extra Curricular Activities
5. Workplace Experience

Preparing To Speak (KKPA)

1. Know The Material
2. Know The Location
3. Practice Delivery
4. Adapt The Content

What Do You Want To Do? (TT SS CG NFAL)

1. Type Of Occupation
2. Type Of Operation
3. Size Of Company
4. Specific Compensation
5. Corporate Culture
6. General Career Goals
7. Nature Of The Job
8. Facilities
9. Location

Mastering Your Delivery (SIMr)

1. Speaking From Notes
2. Impromptu Speaking
3. Memorizing
4. Reading

Building Your Career (Liew)

1. Lifelong Learning
2. Interim Assignments
3. Employment Portfolio
4. Workplace Skills

Creating Effective Handouts (CB CL CM)

1. Company Reports
2. Brochures And Pictures
3. Charts Or Diagrams
4. List Of Websites
5. Copies Of Slides
6. Magazine Articles

The Employment Search (BP UPTF)

1. Build Towards Career
2. Prepare Resume
3. Understand Interview Process
4. Prepare For Interview
5. Take Up The Interview
6. Follow Up And Accept Offer

Animation And Special Effects (TBH)

1. Transitions
2. Builds
3. Hyperlinks

Organize Your Approach (MRL RBS)

1. Monitor Business And Financial News
2. Research For Specific Companies
3. Look For Job Openings
4. Respond To Job Openings
5. Build A Network
6. Seek Career Counseling

Additional Design Considerations

1. Background Designs
2. Fonts And Type Styles

Three Step Resume Process

1. Planning
2. Writing
3. Completing

Choosing A Color Scheme (RAOSUL)

1. Recognize Cultural Differences
2. Adjust To Room Lights
3. Order Colors From Dark To Light
4. Stimulate Emotions
5. Use Contrasting Colors
6. Limit Color Selections

Planning Your Resume (IA)

1. Information
2. Adaptation

Creating Effective Slides (CD CS)

1. Content And Graphics
2. Design Elements
3. Consistency
4. Special Effects

What Employers Seek (SSVWRfc)

1. Sign Of Progress
2. Standards Of Excellence
3. Versatility
4. Workplace Achievements
5. Results Orientation
6. Flexibility
7. Communication Skills

Electronic Presentations (RMF STO)

1. Advantage
   1. Real Time Data
   2. Multimedia
   3. Flexibility And Portability
2. Disadvantage (Sto)
   1. Specialized Equipment
   2. Technique Over Content
   3. Overuse Of Special Effects

Organizing Resumes (CFC)

1. Chronological
   1. Work History
   2. Education Level
2. Functional
   1. Skills
   2. Achievements
3. Combinational
   1. Personal Background
   2. Personal Objectives

Transparencies (IES LFO)

1. Advantage
   1. Inexpensive
   2. Easy To Use
   3. Simple To Create
2. Disadvantage
   1. Lack Of Flexibility
   2. Fragile Format
   3. Overhead Projectors

Resume Components (RaaCCe)

1. Relevant Personal Data
2. Activities And Achievements
3. Academic Credentials
4. Career Objectives Or Summary
5. Contact Information
6. Employment History

Presenting The Visuals (OE)

1. Overhead Transparencies
2. Electronic Slides

Avoid Resume Deception (INHICOOEX)

1. Inflating Grade Point Average
2. Hiding Gaps In Work Record
3. Covering Periods Of Unemployment
4. Overstating Educational Credits
5. Omitting Embarrassing Jobs
6. Exaggerating Expertise Or Experience

Types Of Visual Aids (OECF3 - FATPS)

1. Overhead Transparencies
2. Electronic Presentations
3. Chalkboards Or Whiteboards
4. Flip Chart
5. 35 Millimeter Slides
6. Film Strips And Movies
7. Audiotapes
8. Television And Videotapes
9. Product Samples
10. Scale Models

Common Resume Problem (PITHW ABCDG)

1. Poorly Reproduced
2. Inappropriate Length
3. Too Slick
4. Hard To Read
5. Wordy
6. Amateurish
7. Boastful
8. Carelessly Written
9. Dishonest
10. Gimmicky

Using Visual Aids (CC AIM)

1. Audience
2. Settings
3. Content
   1. Create Interest
   2. Clarify Main Points
   3. Add Variety
   4. Improve Learning

Traditional Resumes (HCAAPL)

1. High Grade Paper
2. Clean Typeface
3. Appropriate Length
4. Ample Margins
5. Professional Design
6. Laser Quality

Completing Speeches And Presentations (EDM)

1. Evaluate The Message
2. Develop Visual Aids
3. Master The Delivery

Resume Formats (PAH)

1. Printed
2. Ascii
3. Html Coded

Concluding The Message (RDE)

1. Restate The Main Points
2. Describe The Next Step
3. End On A Strong Note

Scannable Resumes (ADKB)

1. Ascii Format
2. Document Design
3. Keywords
4. Buzzwords Or Jargons

Composing The Message (LCE)

1. Limit The Main Points
2. Connect The Ideas
3. Engage The Audience

Submitting Scannable Resumes

1. Postal Mail
2. Email
3. Fax Machines

Introducing The Message (ABP)

1. Arouse Interest
2. Build Credibility
3. Preview The Presentation

Submitting Online Resumes (PR EA)

1. Personal Websites
   1. Personal Information
   2. References
2. Index Services
   1. Employment Information
   2. Ascii Version

Oral Presentations (OIN MGS)

1. Opportunities (Oin)
   1. On The Spot Feedback
   2. Immediate Modification
   3. Nonverbal Reinforcement
2. Challenges (Mgs)
   1. Maintaining Control
   2. Guiding The Audience
   3. Shifting Topics

Proofread Your Resume (MC)

1. Mechanics And Details
2. Current Information

Organizing The Message (DL CPC)

1. Define The Main Idea
2. Limit The Scope
3. Choose The Approach
4. Prepare The Outline
5. Choose The Style

Writing Application Letters (BAKI)

1. Be Specific
2. Aim For High Quality
3. Keep Email Short
4. Include Salary

Writing Oral Presentation(CCOW)

1. Creating The Introduction
2. Composing The Body
3. Organizing The Message
4. Writing The Conclusion

Types Of Application Letter (AIDA)

1. Solicited
2. Unsolicited
   1. Getting Attention
   2. Building Interest
   3. Increasing Desire
   4. Motivating Action

Common Purposes Of Business Presentations (PIME)

1. Presentation Content
2. Presentation Styles
3. Audience
   1. Persuade
   2. Inform
   3. Motivate
   4. Entertain

Cultural Consideration

1. The Right Style And Approach
2. Proper Tone And Format

Planning Speeches And Presentations (DAAG)

1. Determine The Purpose
2. Analyze The Audience
3. Adapt The Message
4. Gather Information

Other Employment Messages

1. Job Inquiry Letters
2. Application Follow Ups

The 3 Step Process

1. Planning
2. Writing
3. Completing