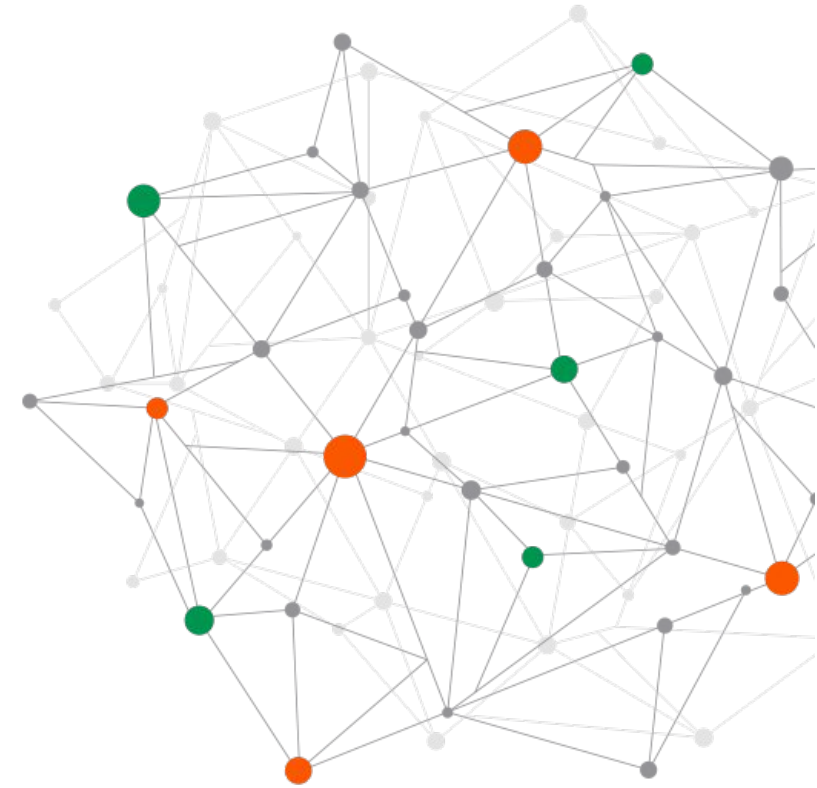


# Corporate Skills Module 3:

## Session 1: Organization

“Out of clutter, find simplicity. From discord, find harmony. In the middle of difficulty lies opportunity.” - Albert Einstein

March 2024



# Let's Watch





## In This Session

1. Plan of Action
2. The I in PANIC
3. Simplifying and Visualising
4. Classification
5. Sequencing
6. The Writing Process



## Plan of Action

- What? When? Where? Why? Who? How?
- Order among chaos
- Bus schedule

# ACTION PLAN



Objective



Strategy



Collaboration



Schedule



Act



Check



Implementation



## Simplifying

- “We write our to-do lists for a mythical version of ourselves that’s never not productive.”  
-Haley Goldberg, Writer, Shine
- Alex Cavoulacos over at The Muse (a New York City-based online career platform founded in 2011 by Kathryn Minshew, Alexandra Cavoulacos, and Melissa McCreery) says, “On any given day, assume that you can only accomplish one big thing, three medium things, and five small things,” she writes.
- Start with the “mother document”.



# Simplifying

1. **Big**
  - 1.
2. **Medium**
  - 1.
  - 2.
  - 3.
3. **Small**
  - 1.
  - 2.
  - 3.
  - 4.
  - 5.

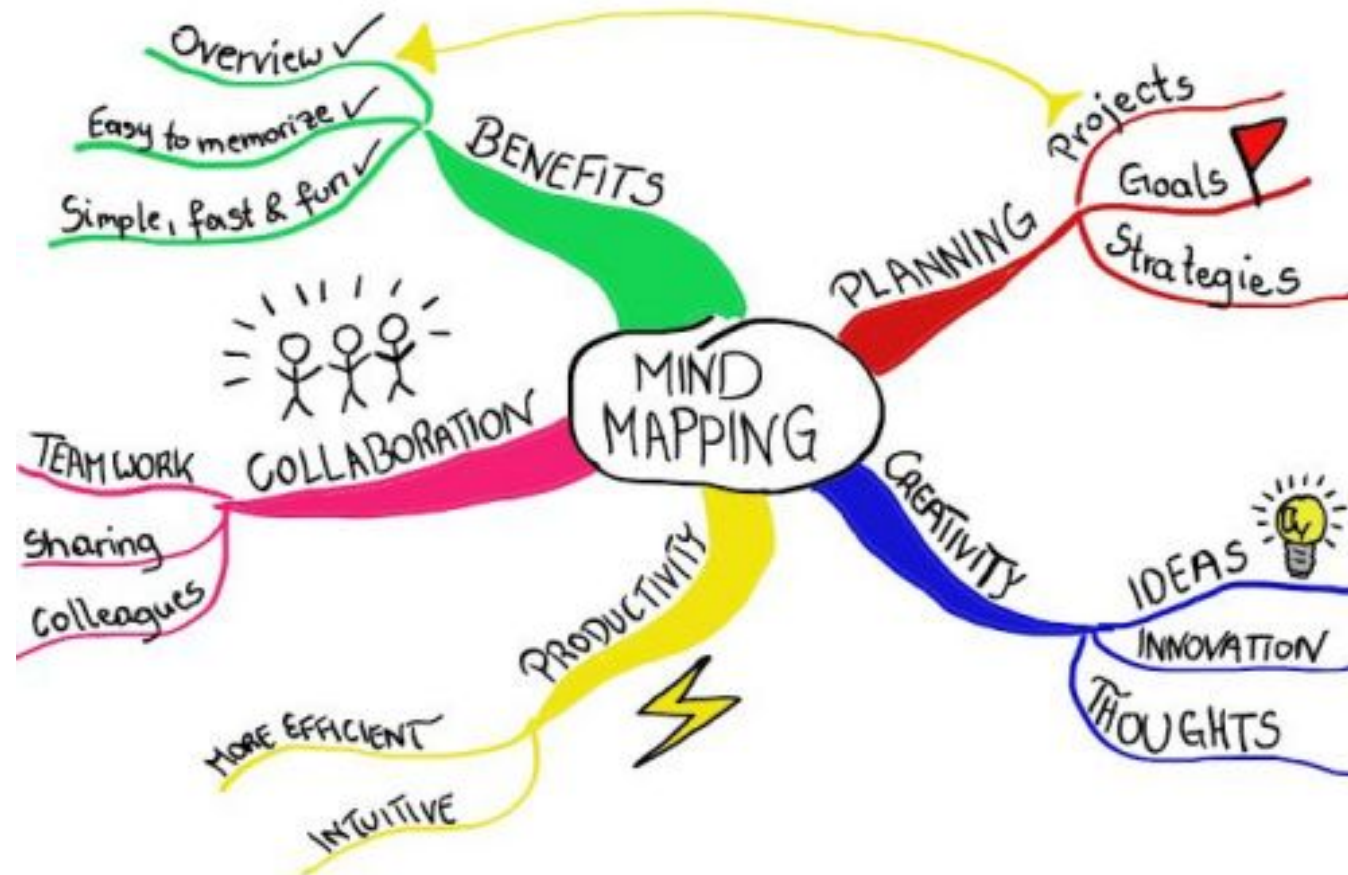




# Visualise

A **mind map** is a diagram used to visually organize information.

A **mind map** is hierarchical and shows relationships among pieces of the whole.





# Visualise

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Dance 8-9:15am	Japanese 9:30-10:45am	Dance 8-9:15am	Japanese 9:30-10:45am	
Biology Lab 11am-1:50pm	English 11am-12:15pm	Homework Off-Campus 10am-12pm	English 11am-12:15pm	Group Project 10am-12pm
Nap 2-3pm	Professor's Office Hours 1:45-2pm		Library 2-5pm	Nap 1-2pm
	Psychology 2:30-5:10pm	Biology Lecture 3:35-4:25pm		Biology Lecture 3:35-4:25pm
Dining Hall w/ Roommates 5:30-6:30pm	Rec Basketball 7-9pm	Club Meeting 7-8:30pm	Gym 7-8pm	Event 7-10pm





## The I of PANIC

**P**urpose

**A**udience

**N**eed

**I**nformation

**C**ommunication





# Methods of Organizing Information

- Classification
- Sequence
- Description and Enumeration
- Compare and Contrast
- Cause and Effect
- Problem and Solution



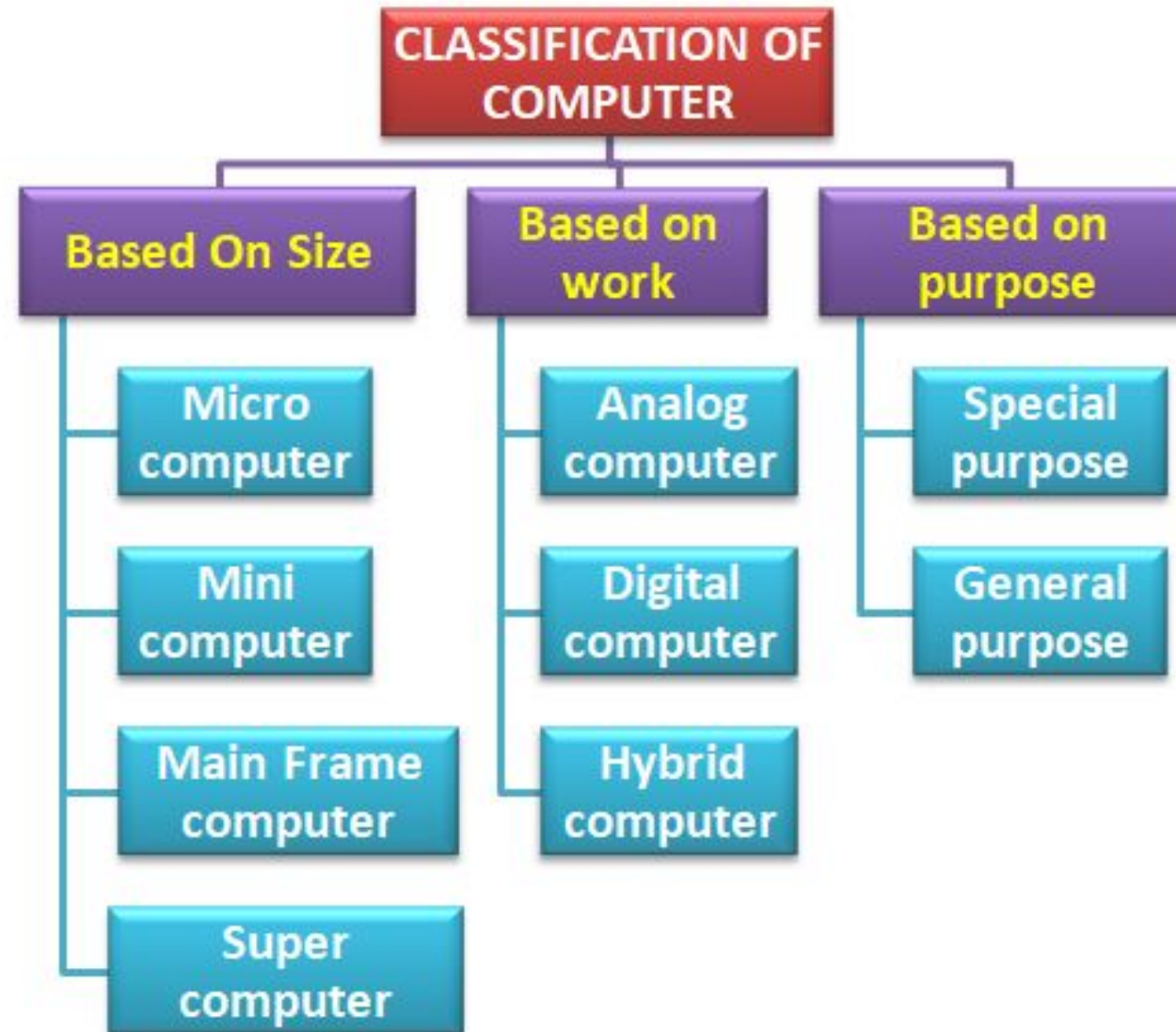
# Your Verbal Compass

- Emphasis Words
- Addition Words
- Comparison or Contrast Words
- Illustration Words
- Cause and Effect Words
- Classification Words
- Sequence or time order Words
- Definition Words





# Classification



- Active Learning
- Critical Thinking
- Thought Clarity





# Signal Words- Classification

## Classification

### Signal Words:

classify, classification, classes, categorize,  
category, divisions, groups, kinds, types,  
varieties, methods, several, include, other,  
genre, various, features, parts,

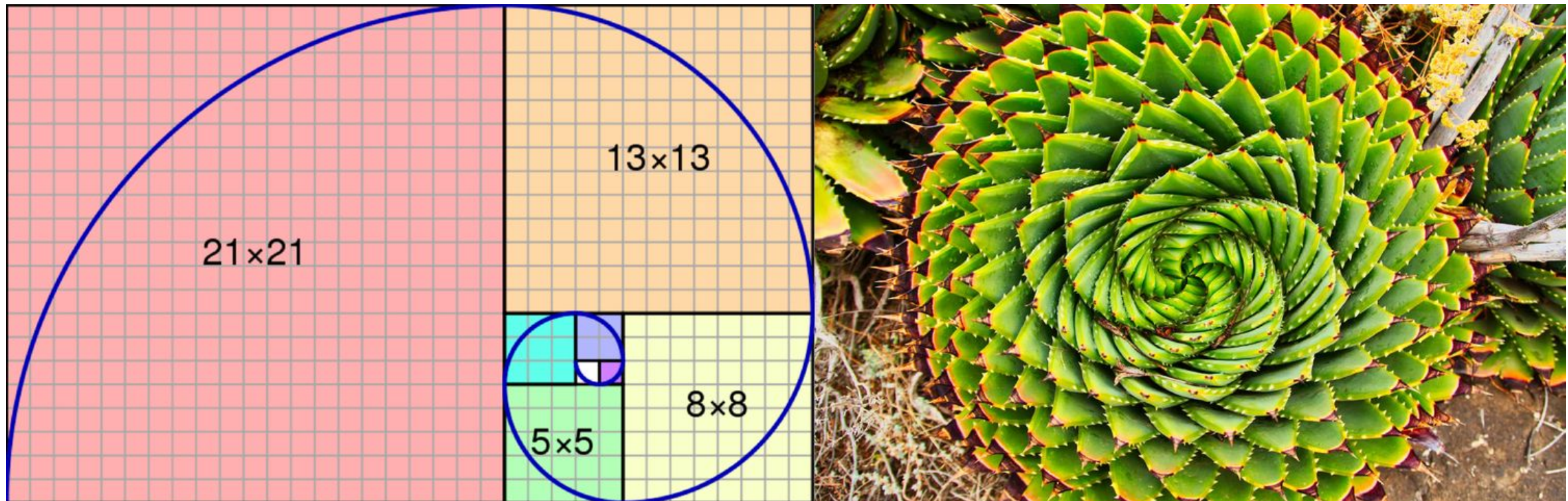
(repeated words)





# Sequence

- A sequence is a list of items following an order of succession.
- A sequence transition outlines a hierarchical order or series of steps in your speech. It can illustrate order or steps in a logical process.
- Sequences are everywhere





## Sequence Helps

- Smoother Transitions
- Better Organizational Skills
- Logical thought flow
- Better explanations

Make batter

Fry dosa

Dosa ready!





# Signal words- Sequence

## Signal Words for Sequence

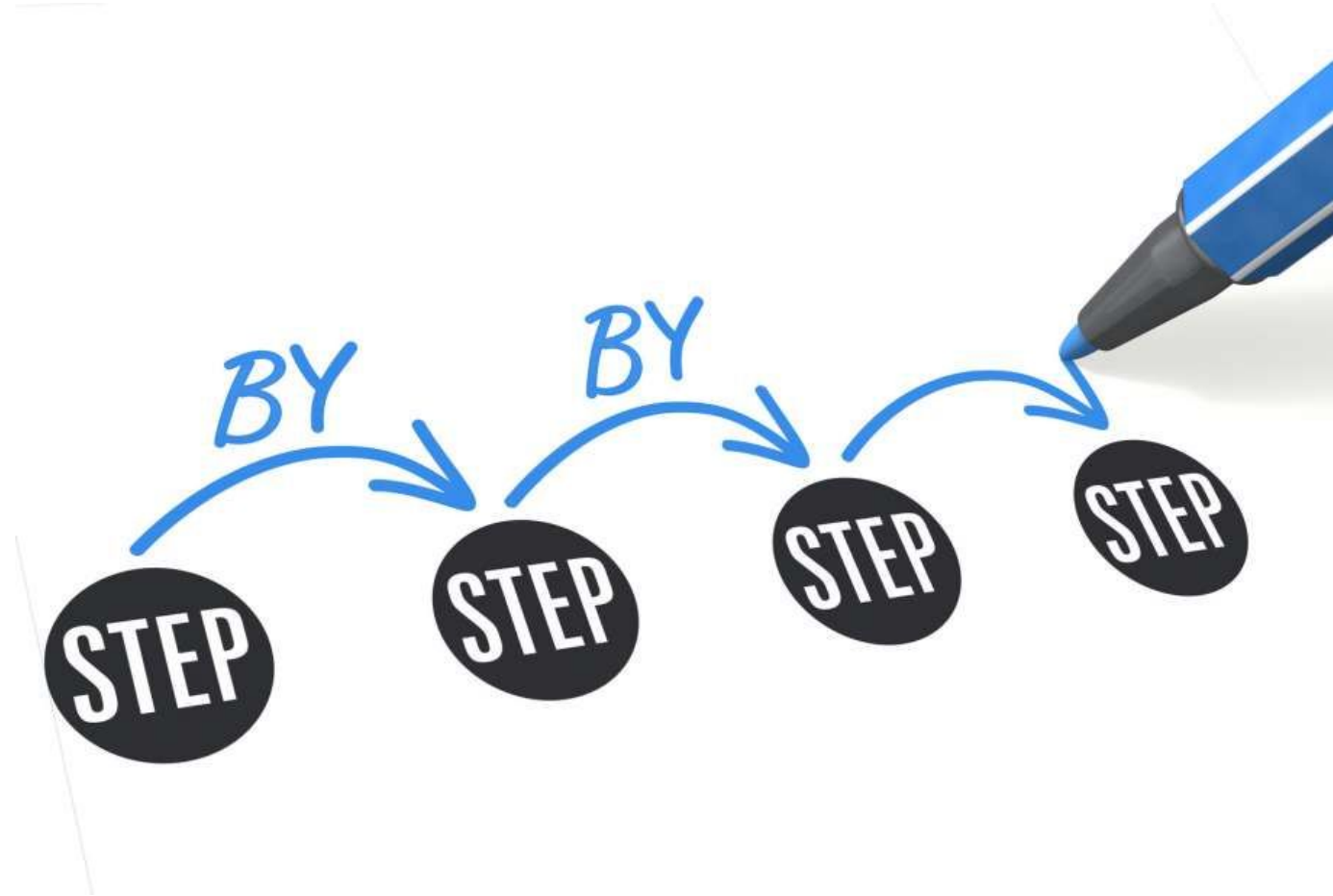
- 🔗 First, second
- 🔗 Finally
- 🔗 After
- 🔗 Before
- 🔗 Next
- 🔗 During
- 🔗 At Last





## The Writing Process: Step by Step

- Breakup of word limit
- Breakup of themes and sub themes
- First draft
- Fill in the blanks
- Editing and proofreading





# Activity Time!

In groups, prepare and present topics from your syllabus (Tech or CS) by implementing one of the following methods of organization:

- Classification
- Sequence
- Description and Enumeration
- Compare and Contrast
- Cause and Effect
- Problem and Solution

Create a feedback form for your evaluators



# Any Questions





# Thank You



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