

English-II

For BS-4 Year Program

Lecture 1st

Step-by-step guide to a successful CV

Objective

- Also called 'career objective' 'job objective' or 'purpose'
- **It's optional** for CVs sent in response to a job opening because the objective should be this particular job.
- An Objective can be helpful if you are applying to a company that interests you, but not in response to a particular job opening.
- It isn't necessary to write a full sentence

Personal information

- Mention your personal information

Education

- As a current student or recent graduate, you will probably want to put the education section next. Applicants who have a lot of work experience place that section before education in their CVs.
- Starting with your most recent education, list
 - Your university degree or expected degree
 - The full name of the university in English, location - city and country
 - The period of time you have been there – month and year
 - Main subject (US –major)
 - Expected graduation date
 - If you are close to graduation and are quite sure of your final grade, you may want to include it here.
 - Do not include grades unless they are above average
 - You can list the grade in your main subject if it is higher
 - Use standard English translations of degree titles, courses or exams. If there are none, write the German name and give the nearest equivalent in brackets.
 - If you have received any academic honors, include them in this section

At the end of the education section, list any additional training or courses that are relevant to the job or to understanding where you developed particular skills.

Experience

- Using 'Experience' instead of 'Work Experience' enables you to include paid, and non-paid work, internships, volunteer work, and other experience that has helped develop your skill set. Employers care more that you have the experience rather than where you got it.
- Identify the employer or organization, the dates of employment (month/year), your position and your key responsibilities and accomplishments

- Use reverse chronological order: Start with your most recent experience and work backwards.
- Use the present tense for current positions and the past tense for work you are no longer doing.
- Use action verbs to describe your responsibilities and accomplishments.
- Include any work-related recognition you have received at the end of this section

Language(s)

- List language skills starting with your native language(s), then in order of proficiency.

Interests and Activities

- When work experience is limited, interests and activities can provide a way to show you've gained skills that relate to the position you are seeking.
- What you include also paints a picture of the kind of person you are.
- Volunteer activities are especially valued.
- Just writing a list of your activities does not reveal much.
- Are any of your interests or activities particularly relevant to the job?
- Memberships and your roles in organizations can be included in this section.
- Do not include religious or political activities. For example, if you do volunteer work for your church, write about the activity – 'Volunteer football coach for 9 & 10 year-old boys.'
- The term 'hobbies' doesn't sound professional.

References

'References Available upon request' is optional. It is understood that you will provide them when asked to do so.

Lecture 2nd

PRECIS WRITING

Writing a precis means making an intelligent summary of a long passage. To write a precis one should have a clear understanding of the passage: only then will one be able to include all the essential points and tips and tricks of essay examples in the precis.

Some general considerations :

It is generally accepted that a precis should be a one third of the passage given. If the original passage has 300 words, the precis should not be more than 110 words in length.

- A precis should be in the language of the precis-writer. The original passage is not to be reduced in length by just removing unimportant or unnecessary sentences and by reproducing the rest as the precis. It should be a brief gist or summary of the passage expressed in the writer's own words.
- A precis should be full i.e. it should contain all the essential thoughts, ideas or facts in the original passage. It should not contain repetitions or observations that are not relevant to the main theme of the original.
- A precis is always written in Reported Speech. The passage given may be a speech made by a person in Direct Speech, but the precis is to be in Reported Speech and in the Third Person and in the Past tense.

Techniques of Precis – Writing

There are three kinds of work to be done in producing a clear and successful precis. They are (1) Reading, (2) Writing and (3) Revision.

Reading the passage carefully

If one reading is not enough to give you a general idea of its meaning, then read it a second time. As you read, find out the subject or the theme of the passage and what is said about the subject.

It will be a good thing if you find out the lead or the topic sentence. The lead sentence will help you to see the subject clearly. It will also help you to think of a title for the **précis**.

Writing

You should first prepare a draft of the precis, keeping in mind, the need to reduce the original to one-third its length. The main thoughts expressed in the passage, the ideas it contains, the opinions presented and the conclusion arrived at should figure in the rough draft. Unimportant things like the names of people and places and dates should not figure in it.

Revision When you have made your second (or final) draft, carefully revise it before writing out the fair copy. Look for many mistakes or slips in grammar or spelling and correct them. Don't forget to give your precis a title for **précis**.

Features of a Good Precis

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- + A good Precis:
 - » it is marked by clarity, brevity and precision.
 - » it is not just lifting of the sentences from the original. It should be written in the

- precis writer's own words.
- » it is a miniature version of the original passage.
- » it must have a logical order and be well-knit and well connected.
- » it must have coherence; must use linking devices such as so, therefore, and, because further etc. and must follow the order of ideas of the original. must have a title.
- » it is written in reported speech.
- » it must not contain any details not found in the original.

+ ***Do's in a précis :***

- » Start your précis by highlighting the main idea of the passage and you should create contextual environment where you can place the necessary points. Once the main idea is established in the précis, you can present the methods, points, by the author of the passage and facts etc.
- » Always remember that mentions about history/writing about history should be advisably done in the past tense.
- » State the purpose of the research or piece of writing (why was it important to conduct this research or write on this topic?)

+ ***Don'ts in a précis:***

- » Do not express your own opinion, wish, remark or criticism.
- » Do not insert any question in your précis. Its significance, if essential, may be expressed by a statement.
- » Do not use abbreviations or contraction
- » Do not be jerky. This suggests that most probably, you have not understood the sense of the passage properly.
- » Remove what is superfluous and retain the core essence of the work.

Lecture 3rd

Writing a Formal Letter

Formal letter writing is undoubtedly one of the most challenging types of letter format. When putting it together, often you are addressing a person or organization with whom you are not familiar and the quality of your content, including spelling and grammar will be strongly scrutinized.

Sender's Address: The sender's address usually is included in letterhead. If you are not using letterhead, include the sender's address at the top of the letter one line above the date. Do not write the sender's name or title, as it is included in the letter's closing. Include only the street address, city, and zip code.

Date: The date line is used to indicate the date the letter was written. However, if your letter is completed over a number of days, use the date it was finished in the date line. When writing to companies within the United States, use the American date format. (The United States-based convention for formatting a date places the month before the day. For example: June 11, 2001.) Write out the month, day and year two inches from the top of the page. Depending which format you are using for your letter, either left justify the date or tab to the center point and type the date.

Inside Address: The inside address is the recipient's address. It is always best to write to a specific individual at the firm to which you are writing. If you do not have the person's name, do some research by calling the company or speaking with employees from the company. Include a personal title such as Ms., Mrs., Mr., or Dr. Follow a woman's preference in being addressed as Miss, Mrs., or Ms. If you are unsure of a woman's preference in being addressed, use Ms.

Mr. - for a male

Mrs. - for a married female

Miss - for an unmarried female

Ms. - for a female whose status is unknown or would prefer to remain anonymous

Dr. - for a person with the status of a doctor

If there is a possibility that the person to whom you are writing is a Dr. or has some other title, use that title. Usually, people will not mind being addressed by a higher title than they actually possess. To write the address, use the U.S. Post Office Format. For international addresses, type the name of the country in all-capital letters on the last line. The inside address begins one line below the sender's address or one inch below the date. It should be left justified, no matter which format you are using.

Salutation "Use the same name as the inside address, including the personal title. If you know the person and typically address them by their first name, it is acceptable to use only the first name in the salutation (for example: Dear Lucy:). In all other cases, however, use the personal title and last/family name followed by a colon. Leave one line blank after the salutation. If you don't know a reader's gender, use a nonsexist salutation, such as their job title followed by the receiver's name. It is also acceptable to use the full name in a salutation if you cannot determine gender. For example, you might write Dear Chris Harmon: if you were unsure of Chris's gender.

Body: For block and modified block formats, single space and left justify each paragraph within the body of the letter. Leave a blank line between each paragraph. When writing a business letter, be careful to remember that conciseness is very important. In the first paragraph, consider a friendly opening and then a statement of the main point. The next paragraph should begin justifying the importance of the main point. In the next few paragraphs,

continue justification with background information and supporting details. The closing paragraph should restate the purpose of the letter and, in some cases, request some type of action.

Closing: The closing begins at the same vertical point as your date and one line after the last body paragraph. Capitalize the first word only (for example: Thank you) and leave four lines between the closing and the sender's name for a signature. If a colon follows the salutation, a comma should follow the closing; otherwise, there is no punctuation after the closing.

Enclosures: If you have enclosed any documents along with the letter, such as a resume, you indicate this simply by typing Enclosures one line below the closing. As an option, you may list the name of each document you are including in the envelope. For instance, if you have included many documents and need to ensure that the recipient is aware of each document, it may be a good idea to list the names.

Punctuation: Punctuation after the salutation and closing - use a colon (:) after the salutation (never a comma) and a comma (,) after the closing. In some circumstances, you may also use a less common format, known as open punctuation. For this style, punctuation is excluded after the salutation and the closing.

Example

764 Cheery Lane
Clearwater Falls, FL 23619

September 27, 2015

Mr. Louis Henderson
Store Manager
The Corner
Cafe 273 Main
Street
Clearwater Falls, FL 23619

Dear Mr.Henderson:

My name is Cathy Pettis and I'm the chair of the Clearwater Falls Elementary School Fundraising Committee. The committee is planning to hold a fundraiser next month to raise funds for this year's field trips and we're looking for donors to help out with providing goods for the fundraising event.

If The Corner Cafe is willing to help donate some coffee and cups, we would greatly appreciate it. Our fundraiser will be held on the morning of October 18th and we're expecting around 200 people to show up.

Thanks for your time and consideration, if you need to contact me with any questions, feel free to call me at 555-555-5555, I'm available to speak between 10am-5pm on weekdays.

Sincerely,
Signature
Cathy

Lecture 4th

How to Write an Effective Memo

Memo (short for memorandum) is a business-oriented style that is best suited for interoffice or intercolleague correspondence. More informal in tone and organization than a letter, memos are generally used to provide or ask for information, announce a new policy, update on personnel transfers, or for any other internal issues.

Elements of an Effective Memo

An effective memo:

- grabs the reader's attention
- provides information, makes a recommendation, or asks for action
- supports your position or explains benefits to reader
- mentions next steps and deadlines

When composing a memo, always take the four-step approach to writing: plan what you want to say, write a draft, revise the draft, and edit.

Types of Memos

There are four types of memos you might have to write, each with its own organizational format: information, problem-solving, persuasion, and internal memo proposal.

Information Memo

- used to deliver or request information or assistance
- first paragraph provides main idea
- second paragraph expands on the details
- third paragraph outlines the action required

Problem-solving Memo

- suggests a specific action to improve a situation
- first paragraph states the problem
- second paragraph analyzes the problem
- third paragraph makes a recommendation
- when making a recommendation, include not only the positive details but also the drawbacks and diffuse them yourself

Persuasion Memo

- used to encourage the reader to undertake an action he or she doesn't have to take
- first paragraph begins with an agreeable point
- second paragraph introduces the idea
- third paragraph states benefits to the reader
- fourth paragraph outlines the action required
- fifth paragraph ends with a call to action

Internal Memo Proposal

- used to convey suggestions to senior management
- first paragraph states reason for writing
- second paragraph outlines present situation and states writer's proposal
- third paragraph describes advantage(s)
- fourth paragraph mentions and diffuses disadvantage(s)
- fifth paragraph ends with a call to action

Memo Parts

More informal in appearance and tone than a letter, a memo is set up in a special format. Headings, lists, tables or graphs are often used to make the information more readable.

All memos consist of two sections: the heading and the body. The heading indicates who is writing to whom, when, and why. The heading should include the following parts:

1. To

- lists the names of everyone who will receive the memo
- includes the first and last name and titles or departments of the recipients for formal memos, memos to superiors, or if everyone on the list does not know each other
- if all recipients know each other's names and positions, use just the first initial and last name of each recipient
- can be listed alphabetically or by rank
- if it is not possible to fit all the names in the *To:* area, use the phrase "See distribution list"
- at the end of the memo add the word "Distribution" and then list the names of the people who will receive a copy of the memo
- arrange the names by rank, department or alphabetically

2. From

- lists the name of the writer(s) in the same way as the name(s) of the recipient(s)
- there is no complimentary close or signature line, but authors initial their names on the *From:* line

3. Date

- lists the month, date, and year the memo was written
- do not use abbreviations
- avoid using numbers for months and days

4. Re: or Subject

- indicates the main subject of the letter
- should be as specific and concise as possible

5. Cc or c

- lists those readers who should have a copy of the memo for their information or reference but are not expected to carry out the same action as the recipients listed in the *To:* line
- "cc" can also be placed at the end of the memo below the distribution list (if used)

The body of the memo conveys the message and generally consists of 4 parts:

1. Introduction
 - states the general problem or main idea
2. Statement of facts
 - states the facts or discusses the problem or issue
3. Argument

- explains importance or relevance of facts

4. Conclusion

- summarizes the main idea, suggests or requests action
- memos do not have a complimentary close or signature line
- memos end with a call to action

Lecture 5th

How to Write Meeting Minutes

Meeting minutes are a helpful tool for recording meeting activities, group or individual accomplishments, and for providing a record for the group's activities, programs, and issues.

The Purpose of Meeting Minutes:

- An official record of the organization's business
- Record to highlight procedures, traditional activities, etc.
- Tool for informing members not in attendance at a meeting
- Tool to assist in follow-up of assignments and decisions, and the organizing of the next agenda
- Can assist when selecting members for award nominations, special programs, etc.

What to Include in Meeting Minutes:

- Name of the organization or committee
- Type of meeting (regular, special, etc.)
- Date, time, and place of meeting
- Name of presiding officer and minute-taker
- Notation of reading of previous minutes
- All major meeting motions (except those withdrawn) and points of order or appeals. Include name of person making the motion
- Names of committee chairpersons, their reports and statement of committee assignment with due date
- Adjournment time, along with date, time, and place of next meeting

Some Hints on Writing Meeting Minutes:

- Use full names, not nicknames
- Ask the presiding officer to restate a motion if you are unsure of exact phrasing
- Use a tape recorder, if that's easier for you (if you are writing minutes later); just be sure to check with the meeting officers and members first
- Ask the name of the person making the motion if you're not sure of their name
- State whether or not the motion passed
- Identify major items of business in outline form or by underlining, bolding, etc.
- Include any and all committee and officer reports along with new business.

Lecture 6th

HowtoWrite JOBApplication

- ✓ The letter of application, also known as a cover letter, explains to the employer why you are qualified for the position in which you are applying and why you should be selected for an interview. A letter of application should complement, not duplicate, your résumé. Its purpose is to interpret the résumé and add a personal touch. The letter of application is often your earliest written contact with a potential employer, creating a critical first impression. That first glance at your letter of application is your one opportunity to make a good impression and make it to the next round in the search process.
- ✓ In order to pass that first round of screening, you must specifically address the job posting and state why you are qualified for the position. This way, the search committee can see at a glance, why and how you're qualified for the job. The letter of application responds to a known job opening and should express a high level of interest and knowledge about the position. Effective letters of application explain the reasons for your interest in the specific job position and identify your most relevant skills or experiences.
- ✓ Your letter of application should be designed specifically for each position you seek. Do not design a form letter and send it to every potential employer. Although it can be time consuming to write a custom letter of application for each job, it's important to take the time and effort to show why you are a good match. To write a custom letter of application, take the job posting and list the criteria the employer is looking for. Then list the skills and experience you have. Either address how your skills match the job in paragraph form or list the criteria and your qualifications.

Job Application Organization

Header: A letter of application should begin with both your and the employer's contact information followed by the date. If you have contact information for the employer, list it below your contact information. If not, leave this section off your letter.

Contact Information

The first section of a letter of application should include your contact information:

- YourName
- YourAddress
- Your City, State, ZipCode
- Your Cell Phone or Home Number
- Your Email Address(optional)

Salutation: Follow the salutation with a colon, a space, and then start the first paragraph of your letter. For example:

The following is a list of letter salutation examples that are appropriate for letters of application and other employment-related correspondence.

General Salutations for Cover Letters

- Dear HiringManager
- Dear SearchCommittee
- To whom it mayconcern
- Dear Human ResourcesManager
- Dear Sir orMadam

Introductory Paragraph: Begin by stating the job for which you are applying. Briefly mention how your skills and experience match the company and/or position; this will give the employer a preview of the rest of your letter.

Body Paragraph(s): In a paragraph or two, explain why you are interested in the job and why you make an excellent candidate for the position. Mention specific qualifications listed in the job posting and explain how you meet those qualifications. Do not simply restate your résumé, but provide specific examples. You can either write about these specific examples in complete sentences or in a bulleted format. It is better to use shorter paragraphs or a bulleted list of your qualifications rather than one large block of text.

Closing Paragraph: Conclude your letter of application by thanking the employer for considering you for the position and state that you would like to interview and/or discuss employment opportunities.

The following is a list of letter closing examples that are appropriate for letters of application and employment-related correspondence.

Job Application Closing Examples

- Sincerely
- Sincerelyyours
- Regards
- Bestregards
- Kindregards
- Yourstruly
- Mostsincerely
- Respectfully
- Respectfullyyours
- Thankyou
- Thank you for yourconsideration

Follow the closing with a comma, four spaces, and then your typed name. For example: Best regards,

Your Name

Signature: Lastly, sign your name between the closing and your typed name.

Remember to proof and edit your letter before sending it.

