

ENGLISH >> SYLLABUS & CLASS GUIDANCE

CODE : LCEC202
TITLE : CONVERSATION FOR JOB SEEKERS
VERSION : 1.0

DESCRIPTION AND GOAL:

Conversation for Job Seekers is for people who need to, or will soon need to find a right job

The aim of the course:

- To teach how to write cover letter, resume, and CV
- To develop communication skills necessary for business career

DURATION:

10 Sessions @ 2 hours
(8 Sessions, 1 quiz, 1 final)

SCORING:

ATTENDANCE = 20
QUIZ = 30
FINAL = 50

SOFTWARE:

-

HARDWARE:

-

PREREQUISITE:

-

RELATED JOBS:

General Industry

RECOMMENDATION FOR NEXT COURSE:

EFFECTIVE COMMUNICATION FOR BUSINESS ENGLISH

REFERENCE:

- Diktat English for Secretaries
- <http://factosearch.com>
- <http://esl.about.com>
- <http://jobsearch.about.com>
- <http://irha.wordpress.com>
- <http://www.wilmark.com>
- <http://www.claytonford.co.nz>
- <http://www.emurse.com>
- <http://www.dummies.com>
- <http://www.helium.com>
- <http://blog.simplyhired.com>

- <http://careerplanning.about.com>

OUTLINE AND EXERCISE:

SESI 1 - Finding a right job

- Looking for a job
- How to apply a first job
- First day job

Basic Business Letter Writing

- Letter Format

SESI 2 – Basic Business Letter Writing (continued)

- Writing Cover letter
- E-mail Cover letter

Exercise

Making Cover Letter

SESI 3 - Basic Business Letter Writing (continued)

- Writing Resume
- Writing CV
- CV advice and Tips

Exercise

Making Resume and CV

SESI 4 – Quiz

SESI 5 - Basic Interview

- Interview Tips
- Phone Interview

Interview Questions

- Common Interview Questions

SESI 6 - Interview Questions (continued)

- Job Seekers Traditional Questions
- Job Seekers Behavioral Questions

Exercise

Answering all the questions

SESI 7 – Interview Questions (continued)

- Job Seekers Mixed Questions
- College Student Traditional Questions

Exercise

Answering all the questions

SESI 8- Interview Questions (continued)

- Job Seekers Behavioral Questions
- Job Seekers Mixed Questions

Exercise

Answering all the questions

SESI 9 – Responding for an Interview

- Tips for Following Up Interview
- Thank You Letter
- Salary Negotiations
- First Day Job

SESI 10 - FINAL

