

Résumé' & Curriculum Vitae:-

Résumé:-

"A résumé is one or two pages summary of your education, skills, experience and accomplishment."

OR

A résumé is a document which includes education, skills, experience and accomplishment (achievement) that is used to apply for that job."

~~Curriculum~~ Curriculum Vitae:-

Curriculum vitae means course of life

It is defined as "A longer document that include description of your education, publication, awards and other academic achievement."

(*) Difference b/w Résumé' & C.V.-

- Résumé' is french word.
- Résumé' word is mostly used by American people.

→ C.V (Curriculum Vitae) word is mostly used by British people.

→ Pakistan people used C.V word as we follow British.

→ Both Resume and C.V are same but Resume is little bit short while C.V is elaborative.

(*) Why We make C.V or Resume?

In practical life when we are applying for different jobs and post. So it is not proper way to knock door and tell them I need a job and told all about us to them. Therefore there should be a piece of paper/papers in which all informations relating about me is written. For example my qualification, awards, experience, skills etc.

→ By making C.V & Resume our most of time save.

Purpose of C.V :-

- The main purposes of C.V are
- to get a call for interview.
 - to polish our abilities and skills.

(*) It should be noted that writing of C.V should not be more than 2 pages and minimum one page.

Types of C.V

Two types of C.V

(a) Functional C.V :-

This kind of C.V is for beginner i.e. if someone has no experience so he can make functional C.V.

→ It is maximum of one page

→ Here main focus is given to academic achievement i.e. grades etc.

(*) → This kind of C.V is made to get experience from different organization.

(b) Chronological C.V :-

In this kind of C.V the main focus is given to experience. ^{Additional}
→ Also called Chronological C.V.

1. It may be more than one page but not more than 2 pages.

2. In this type of C.V. start from your latest experience not old.

Format of C.V.

① Introduction:-

Here we write name, father name and all informations about me.

② Job Objectives:-

It means why you need to get a job so answer to this that to polish our activities, to learn etc.

Maximum line = 3, minimum = 2.

③ Education:-

Here you should write your whole qualification but start from latest one.

For e.g. B.Sc., F.Sc., Matric.

④ Work Experience:-

It means the experience you get while working in different organization.

→ This part is in Chronological C.V. In functional C.V. there is no this part.

⑤ Achievement:-

It means the rewards, prizes,

Certificates, language, travels etc should be written here.

Reference:-

In reference you should mention at least two such person who know you and who have distinctive position in government.

(*) Mention his name and phone number.

Cover letter:-

A letter in which ~~we~~ request personally

or

A letter in which we show our personal interest

It cover C.V so called cover letter.

Format of Cover letter:-

on left side ~~you~~ usually address and name of applicant is written.

While on right side name of person and his/her address is written to whom we sending.

→ On first line you should mention how you know about the job. You should tell that that a friend told me because it creates a bad impression.

Meeting:-

The word meeting come from meet which mean to talk and see the person.

Meeting can be defined as,

"A gathering together of people for specific purposes" or

A gathering together of people in which they talk and see each other.

Purposes of Meeting:-

(a) To solve a problem:-

for example inside organization if someone or there is problem which affect them so they call meeting in order to solve it.

↳ Similarly if we have any problem in life we discuss them with our friends and parent i.e. in form of meeting to get solution.

(b) To make decision:-

To make decision about something meeting play a key role. For example if any organization want to add some extra rule inside. so they will call meeting in order to confirm it.

(c) Plan for future or to develop a plan:-

Meeting help us to develop a plan. For e.g. if there is some event occurring so for this meeting will first plan for its venue, time and date and make such plan to make it successful.

d) To gather or convey information:-

Similarly high authority does not know the problem that his member facing. So in order to know about that he/she call meeting.

So meeting help them to know about their worker and staff member.

(e) To clarify responsibilities:-

At end of a meeting each member get some responsibility. So meeting is important in order to give work to members.

(f) To Establish Understanding:-

In order to know and understand a person it can be done when we talk to them and meet. So meeting give a chance to understand people.

(g) To create sense of Team work:-

At end of meeting every one get some responsibilities and tasks. Some of the tasks are difficult, in order to solve people/member work in combine that create a spirit of team work inside member.

(h) To obtain approval:-

In order to approve something you should first meet to that person.

For e.g. if you write application in order to approve it from teacher you will first meet to teacher.

Types of Meeting.

① Formal Meeting:-

In this type of meeting the rules are strictly followed.
Also called task oriented meeting because at end of meeting every member get some task that should be completed.

Example:-

A meeting in which decisions are making and policies are formed.

(2) Informal Meeting:-

A meeting is apart from formal meeting is called Informal meeting.

↳ A meeting in which rules of meeting are not strictly followed.

↳ This type of meeting is with cup of tea.

(3) Informational meeting:-

A meeting in which more information are given.

↳ For example announcement of new policies or plan for future come in this category.

(4) Board of director meeting:-

These meeting are held by board of director. They meet at regular interval to discuss company policies, make decisions and plan for future.

(5) Annual General meeting:-

These meeting are held to allow share holders to discuss company performance during a year and plan for future.

Regular Staff meeting:-

Common type of meeting held in every org. These type of meeting are held to announce new policies, share ideas and bring together team member to brainstorm.

Leadership Responsibility In meeting:-

A person who lead meeting is leader of meeting.

(a) Topic Agenda:-

Topic agenda mean a topic or problem that will discuss during meeting. So it is responsibility of leader to decide the topic for meeting.

(b) Step for Meeting:-

It means he should decide a place, time and venue for meeting. It his/her responsibility to know his team member about place and time of meeting.

(c) Nice attitude:-

The attitude of leader towards team members should not be authoritative that I am the boss and you are my servants but

supportive, cooperative and encourage team members.

(d) Leaderless:-

It means he/she (leader) of meeting should not give all of the works to team member but he should also utilized his/her skills and abilities.

(e) Democratic Participative:-

It means the leader should not be absent from meeting because if leader is absent then there will be no need of such meeting in which policies and decision are made.

→ He should have meeting minutes (main points) so that even if he forget he will look at that and will easy to remember.

→ He should provide all the things that is used during meeting for e.g projector etc.

Responsibilities of Participant in Meeting:-

→ A person who participate in meeting.

(a) Organizer:-

A participant should not go to meeting without preparation but go there as

effective person i.e an organizer in meeting.

→ If people in meeting are talking irrelevant of topic agenda then you should bring them to main topic. It means you work as organizer.

(b) Clarifier:-

It means what you share like sharing ideas, giving opinion that should be simple and clear the concept of reader.

(c) Questioner:-

If you not clear on any point so you can ask questions in order to make concept clear.

(d) Factual Contributor:-

The information that you provide during meeting should be true and based on facts and figure.

↳ your observations, estimation should be true.

(e) Energizer:-

If meeting get boared then you say such thing that refresh the member.

↳ You can even share a joke to refresh them.

(f) Idea Creator:-

If you have any idea during meeting you can share them. You can share your opinion. Not feel shy from others.

(g) Critical Tester:-

It means if you think that the other person is speaking wrong and you not agree with him so you can correct him but in polite way.

~~(h) Coli~~

(h) Conciliator:-

If during meeting someone get hyper and not agree with you so agree them with logics and facts in polite way.

(i) Preferance to other:-

It means not always talking but also help other to share their ideas and give chance to them to speak.

↳ Also the participant should not absent from meeting.

↳ He should come to meeting on time

↳ He should completed the task that is given to him/her.

Effective Presentation Skills-

Presentation:-

Provide information to audience about any topic in specific pattern.

↳ Presentation is difficult from writing something.

Barrier to Presentation:-

- (a) Fear.
- (b) Lack of confidence.
- (c) Laughing of friends.
- (d) Hesitation.

How to overcome stage frighten:-

This is not necessary to present something to large number of people but you should start from number of people.

↳ Initially you can stand in front of mirror and see your facial expression and remove your mistakes.

↳ You can also present first to your sister & parent and practice as you can.

② Consider your audience as your friend:-

As in friends we not feel shy and talk confidently so if we consider all of our audience as friend then we will not hesitate.

(3) Not Think To Perfect:-

It means at beginning we will make mistakes and also we will fear but we will lose hope and try best next time.

(4) Preparation Well:-

Prepare your topic well and practice as you can. Because when we prepare something well we are confident on that. For e.g. even a professor ask what is your name? We answer quickly and confidently, because we are confident.

(5) Be positive:-

If someone not agree with you during presentation. So it is your duty to make them agree with facts & logic.

Never mind any question and be positive.

(6) Overcome failures:-

If you fail in first time and you make mistake so never lose hope and try you best next time.

Pre Presentation Preparation:-

It means how to prepare presentation.

→ You should know about size:-

It means you should prepare your presentation according to size (number) of

people. If large number of people than you should prepare small presentation.

→ Age, Qualification & Occupation:-

You should know about age, occupation & qualification of your audience and according to these you prepare your presentation.

For e.g. If there are person whose occupation is medical so you should prepare presentation relating to medical field.

Nature:-

You should also know about nature & hobbies of your audience.

It means if you're presenting in front of girl. So girl like designs and clothes. So your presentation should be like that type.

If you present same thing like design & clothes & jewellery so they will get bored. So nature & interest also necessary.

Steps of Presentation:-

The following steps are kept in mind while making presentation.

① Introduction:-

In this step you should first choose an apt topic mean such topic ~~that~~ ~~has~~ about which you organized information. So in information step you define it. ~~and~~

Body:- In body you can explain your topic also you can take help of audio video visual aids. i.e. in form of pic and video you can present your topic in this part. For eg if your topic is terrorism so you can explain and also discuss its effect and cause in this stage.

Conclusion:- In conclusion you should add new thing but summarized your information that you discuss in introduction and body. If you add more than audience will get confused.

BUSINESS LETTER:-

Formal official letter used for both internal and external organization.

It is formal because it strictly followed rules.

It consist of seven parts that are internationally recognized.

Standard Parts:-

① Heading ; letter head & logo:-
Every organization has its own letter head and logo. (in printed form)

Letter head show directly from where letter come from without reading.

4th date section write current date.

(2) Inside address:-

In this part you write address of that person to whom you sending along with his name.

If you not know whether a girl or woman so write Ms. Mr for male & Mrs for female i.e married

(3) Salutation - (Salutation is a kind of opening.)
you write like dear, respected dear etc.

(4) Body:-

Here the message that you want to send is write in paragraph form.
It is standard to leave two line after completing this part.

↳ Complimentary Closed:-

Complimentary Closed mean I sincerely like words.

to close your ^{letter} body with compliment

↳ Signature Area:-

In this section the signature of person whom he sending a letter with his name is written here

↳ Reference section:-

In this section you can give reference but full name will not be written. for e.g. Qaiser Ali can be write as QA.

Types of Business letter:-

(a) Full block letter style:-

A business letter in which all seven parts starts from left hand margin.

↳ Most Commonly used.

(b) Modified block letter style.

A business letter in which all thing write from left hand margin except date, complementary close & signature area.

Punctuation marks:-

Any one of the marks (period, comma, question mark etc) that is used to separate a piece of writing into sentence, clause etc. or

"The practice or system of using certain convention marks or character in writing and printing that is used to separate elements and make meaning clear."

14 Punctuation marks are

1. Comma.

2. Period.

3. Semi Colon

4. Colon.

5. Dash.

6. Hyphen.

7. Parenthesis

8. Braces

9. Bracket.

10. Apostrophe

11. Ellipsis

12. ~~Quote~~ Quotation mark

13. Question mark

14. Exclamatory marks.

Types of Punctuation used in business letter:-

a) Open punctuation:-

While using open punctuation there is no need to put punctuation where it is not necessary.

For example while using open punctuation business letter there is no punctuation mark after salutation and Complementary closed.

Dear Khalid.

Sincerely Yours.

(2) Mixed punctuation:-

While in mixed punctuation the punctuation marks are used where it is not necessary. For example using this method in business letter colon is used after salutation & Comma after Complementary close.

For example

Dear Khalid:

Sincerely Yours,

Barrier to Communication:-

Sometime we not get same reply which we expect from our audience is called communication break down.

There are some barrier to communicate which are discuss below.

(a) Faltering with word:-

Faltering with words mean fearing or hesitation during presenting to people or presentation.

↪ Sometime we get confuse while presenting in front of people that what should I say to people and how to communicate with people.

Reason:-

Some of the reasons are.

- ↪ You might have not too much information about that thing you present in front of other that is why you feel hesitate.
- ↪ You might not practice that thing.
- ↪ You might have not good communication skills.
- ⊛ So faltering with words is one ^{of the} barriers that stop us to deliver our message to other.

(2) Indecisive about Context:-

Indecisive means doubtful.

This is biggest barrier to communication.

Indecisive in context means you should know about the context that you are speaking. You

would know what examples should be given.

Reasons:-

② Doubt arise when we have no proper knowledge. So Indecisive in context is due to the information that we deliver to people we ourselves not sure on that.

→ This barrier can be overcome by confirming it and know more about that context.

(3) Unfamiliar With Situation of Reciever:-

It means that when we are at first, presenting to people that we not know, we feel shy because we not know them. In contrast with friends we talk and present more comfortably and in better way.

(±) This can be overcome by considering them all as friend and not feel shy from them.

(4) Difference in Perception:-

It means different people have different thinking, views and magnification about same situation. It is common barrier to communication. It can be overcome by taking command on topic that you deliver from all directions.

Improper Sifting:-

Sifting means exploring or investigation

Here it means your arrayment of investigation is not good. It means you not know which thing is beneficial for you & which is not.

For example if you want to make a note on something you will have a lot of sources i.e. net, google, Wikipedia. So you will be confused and you will be unable to pick your desired note. This is called Improper Sifting.

(6) Poor Listener:-

Poor listening is also a barrier for communication. If you are poor in listening then you will not communicate well.

This can be overcome by listening carefully and be attentive.

(7) Semantic Gap:-

Semantic means knowledge about root of word meaning. If you do not know the root meaning of anything ^{or word} you will be ambiguous about that. So it is also a barrier for communication.

It can be overcome by studying each word carefully and deeply.

(8) Variation in emotional state:-

It means emotionally every person is

different from other person.

For e.g. Some persons are emotionally calm,
Some are - talkative etc.

(9) Unorganization of Information:-

It means sometime you have a lot of knowledge and information but you don't know from where and which point to start. So it is also barrier of communication.

(10) Abstruse Message:-

Abstruse mean that things/word that is difficult to understand. For e.g. the word may have history, origin and other thing related to that word like synonyms & antonyms etc.

(11) Innumerable Channel:-

When there are large number of medium then the message can be transferred in different ways, mean changes will be made in that message in each medium. Then the message will be not longer a true one. As communication is not become successful. So it also a barrier to communication.