

BACHELOR OF COMPUTER APPLICATIONS (BCA)

ENB-1101 (English Communication)

Block 1: Self-Introduction

Unit 3: Speaking About Achievements and Voicing Future Aspects

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3.0 Objectives

After the completion of this unit you will find it easy to:

- Understand the right way to talk about your achievements without being boastful.
- Understand that what kind of achievements are to be given emphasis on depending upon the context.
- Use the correct vocabulary and phrases that will suit the purpose.
- Modify your ideas according to the situation that you will be facing.
- Start conversations without hesitation.
- Clearly express your future goals to others.
- Define specific, achievable objectives for the future.
- Create external motivation by sharing your goals.
- Connect with like-minded people and experts in your field.
- Inspire yourself and others with your determination.

3.1 Introduction

When engaging in conversations about accomplishments and future aspirations, it is crucial to find a middle ground between acknowledging past successes and establishing lofty yet attainable objectives for the future. Contemplating one's accomplishments can yield significant observations regarding individual development, areas of proficiency, and opportunities for enhancement. Furthermore, it acts as a prompt to acknowledge the diligent effort and commitment that have contributed to achieving achievement.

Expressing future objectives at the same time provides a chance to showcase foresight, drive, and a proactive approach to personal and professional growth. It enables individuals to demonstrate their objectives, strategies, and the actions they are implementing to accomplish them. By expressing their future ambitions, individuals can motivate others, draw in possibilities, and maintain their concentration on their path of ongoing enhancement and achievement.

3.2 Speaking About Your Achievements in An Interview

It is imperative that you address the subject of your accomplishments in an interview with a well-organized and reflective manner. Introduce one of your biggest successes at the outset, including background information about the circumstance, your role, and the difficulties you encountered. You may, for example, emphasize a project launch that was successful despite having a short timeline. Provide specific examples of how you overcame obstacles, highlighting your abilities to solve problems. Creating backup plans and coordinating activities across cross-functional teams may be necessary in the event of a project launch. Afterwards, wherever you can, highlight the outcomes of your work using specific measurements. Talk on how the project went above and beyond expectations to boost sales or get good reviews from clients, for instance. Think back on the things you gained from the experience, such how important it is to work well as a team and how adaptable you should be in changing situations. Think about how this accomplishment has aided in your professional development. Relate your accomplishment to the job for which you are seeking, highlighting how your experiences and talents fit the requirements of the position. If you're looking for a leadership role, for example, emphasize your background in teamwork and project management. Talk in a positive manner the entire time, emphasizing the insightful realizations you've had from conquering obstacles. By using this strategy, you can persuasively and pertinently discuss your accomplishments throughout the interview.

The best way to draft a perfect answer is by using the STAR approach:

- Situation (S): describe the situation or the context in which you have aced and how that is relevant to the current role you are seeking for.
- Task (T): Elaborate about the task that you were assigned or the goal you set.
- Actions (A): detail the action that you perform to achieve the set goal.
- Result(R): This part includes the results with facts, figures, and specifications. Like how much profit, sales, conversion, etc. you brought to the organization.

Check Your Progress-1

Q1 What do you understand by “speaking about your achievements”?

Ans _____

_____.

Q2 Discuss about the Right approach to use while speaking about your Achievements?

Ans _____

_____.

Note: Write your answer in the space given above.

3.3 Talking About Achievement in An Academic Setup

When discussing achievements in an academic setup, it is essential to be concise and professional.

You have to be careful about the points that are mentioned below:

- Be Specific: Clearly state what the achievement is. For example, mention if it's a research project, a paper publication, a scholarship, an award, or a high Grade performance index (GPA).
- Context: Provide context for your achievement. Explain the significance or relevance of your accomplishment. How does it contribute to your field of study or to the academic community?
- Quantify: If possible, use numbers to quantify your achievement. For instance, if you received a scholarship, specify the amount or percentage. If it's a research project, mention any

noteworthy statistics or findings. Statistics provides a clear picture and also makes the candidate appear much more trustworthy.

- **Use Active Voice:** Write in an active voice to emphasize your role in the achievement. For instance, I conducted a groundbreaking study on marketing strategies.
- **Avoid Bragging:** While discussing your achievements, be confident but not arrogant. Focus on the facts and the impact of your work rather than personal praise.
- **Evidence:** Whenever possible, provide evidence or documentation of your achievements. This could include certificates, transcripts, published papers, or any other relevant proof.
- **Humble and Grateful Tone:** It's always good to express gratitude to mentors, advisors, or institutions that supported your accomplishments. This demonstrates humility and acknowledges the role of others in your success.
- **Stay Relevant:** Ensure that your discussion of achievements is relevant to the academic context. It should contribute to the ongoing academic discourse or your future goals.
- **Peer and Faculty Recognition:** If your achievements received recognition from peers or faculty members, you can mention this as it adds credibility to your accomplishments.

3.4 Understanding the Concept of Voicing Future Aspects

Before spouting off a response, take into account the rationale behind why companies frequently inquire about future intentions during a job interview. Typically, the objective is to identify future stars and eliminate candidates who aren't likely to stick around. It takes time and money to find and keep talented employees, and recruiting managers suffer if their business experiences significant employee turnover. In your response, be sure to emphasize your commitment to the organization, your passion for the current position, and your interest in career advancement chances there.

- **Focus on the Present:** When talking about future goals, show that you are ambitious and career oriented, but without giving the impression that this job is only a steppingstone. Know the career ladder at the company so that you don't make the mistake of identifying a management position you had like to attain within five years, if the company has that position pegged as an unrealistic goal for a new hire. Don't try to be funny by saying that you plan on being the interviewer's boss someday. Share future interests, but bring the conversation back to why you want the job at hand.

Example: I am open to whatever opportunities may arise in the future, such as qualifying for the management training program that the company may offer to star performers but being a fresher, I know I have lot to learn and I take this position as my golden chance to enhance my skills.

- **Flexibility While Communicating:** Employers understand that predicting the future is impossible, so don't worry if you are uncertain about your weekend plans, let alone long-term goals. When discussing your future plans, project flexibility and adaptability instead of appearing indecisive. Like the majority of individuals, you likely have a sense of your life aspirations, so describe your goals and dreams in broad strokes. Emphasize your willingness to continue working with the company for an extended period if you find the work challenging and fulfilling.

Example: I am very open to whatever opportunities the future may hold, especially within this company. I take pride in myself for being flexible and adaptable. I think the best approach of planning for the future is to make the most of the present. I applied for this job because it is a great match for my interests and skill set.

- **Show Motivation:** Discussing your future goals is an excellent way to convey your ambition and dedication to your career to potential employers. High-achievers are characterized by their passion and aspirations. When hired, your eagerness to learn and progress in your profession may lead the employer to entrust you with additional responsibilities. When speaking about your future plans, emphasize your self-driven nature and your commitment to seizing every opportunity that comes your way.

Example: In the next five years, my aim is to follow a career path that eventually positions me in a supervisory role, with a long-term objective of ascending to upper management. Additionally, I intend to complete my online business administration degree within the next two years. Embarking on this dynamic and fast-paced customer service role presents an excellent opportunity for me to gain insights into the organization.

- **Add Value:** When you talk about your future plans, don't forget to mention how you can help the company. Explain how your willingness to learn and use your skills can support the company's goals. Take a look at where the company is headed and think about ways you can be a valuable part of the team as you gain more knowledge and experience.

Example: In terms of my future goals, I aim to land a role as a social media strategist. I have noticed the company's interest in connecting with a younger audience, and I believe I possess the skills required to contribute to the social media aspect of the upcoming advertising campaign. If I'm selected for the available advertising assistant position, I'm confident in my ability to make a valuable contribution.

3.5 Types of Goals

- Short-term goals refer to particular objectives that can be accomplished over a relatively brief timeframe, usually spanning days, weeks, or months. Short-term goals are frequently the initial actions taken to accomplish long-term goals. The goals should be pragmatic and feasible, aiding you in achieving advancement and sustaining motivation.

- Long-term goals refer to aspirations that one aims to achieve over a prolonged duration, typically lasting for a year or longer. These objectives necessitate meticulous strategizing and consistent exertion. Long-term goals frequently function as a navigational tool for the future, providing guidance for your decisions and activities.
- Personal goals encompass objectives that are centered toward enhancing one's own abilities and fostering personal growth. Objectives pertaining to health and wellbeing, such as weight loss or regular exercise, might be included, as well as objectives connected to hobbies, interests, or personal relationships. Individual objectives are crucial for personal development and overall welfare.
- Career goals refer to the specific objectives that one aims to achieve in their professional life, with the intention of advancing and progressing in their career. Possible objectives may encompass aspirations such as attaining a higher position, transitioning to a different profession, initiating an entrepreneurial venture, or gaining further proficiencies. Establishing career goals enables you to concentrate on your professional growth and attain triumph in your selected domain.
- Financial Goals: Financial goals are specific objectives that pertain to the management of money and the achievement of financial stability. They may encompass objectives like as accumulating funds for a real estate purchase, settling outstanding debts, establishing a contingency reserve, or allocating resources for retirement investments. Establishing financial objectives is crucial for ensuring long-term financial stability and attaining economic self-sufficiency.
- Educational goals pertain to the pursuit of knowledge and the acquisition of education. Possible objectives may encompass obtaining an academic degree, acquiring a certification, enhancing academic performance, or acquiring proficiency in a foreign language. Academic objectives are crucial for individual development and professional progression.
- Health and Wellness Goals: These goals prioritize enhancing both your physical and emotional well-being. Possible objectives may encompass maintaining a well-rounded nutritional intake, engaging in consistent physical activity, ensuring sufficient rest, or mitigating stress levels. Health and wellness objectives are crucial for sustaining a healthy way of life and averting sickness.
- Social and relational goals involve the establishment and sustenance of significant ties with others. Goals may encompass objectives such as establishing new social connections, enhancing communication with a partner or family member, or dedicating more meaningful time to loved ones. Emotional well-being and happiness are significantly influenced by social and interpersonal goals.

- **Community & Social Impact Goals:** These goals are centered around creating a beneficial impact in your local community or society as a whole. Examples of goals that might be pursued include engaging in volunteer work for a certain cause, organizing fundraising activities for charitable organizations, lobbying for social change, or providing support to local companies. Community and social impact objectives are crucial for fostering a fair and sustainable global environment.
- **Spiritual goals** encompass aspirations and objectives that pertain to one's beliefs, values, and activities. Goals may encompass endeavors such as enhancing one's spiritual practice, delving into novel spiritual beliefs, or engaging in religious activities. Having spiritual aspirations is crucial for discovering significance and direction in one's life.

Establishing objectives in several aspects of your life can assist you in achieving a well-rounded and satisfying existence. Every kind of objective fulfills a distinct function and enhances your total state of being and achievement.

Check Your Progress – 2

Q1 Identify the type (short term or long term) of goals as per the details discussed above and give reason for your answer.

1. “By then next month, I hope to assume a supervisory role in my department and gain experience managing a team. I believe this will help me develop my leadership skills and prepare me for future management roles.”

2. “My career goal is to become a marketing manager at a reputable company. I plan to gain more experience in managing campaigns, develop my leadership skills, and build a strong network in the industry to achieve this goal.”

Ans:

Note: Use the space given above to answer the question.

Answer- First one is Short term goal as it is to be achieved within a month and the other is long term because here we are talking about career goal that is the ultimate level to which we want to grow.

3.6 Best Approach

Set SMART Goals:

Specific: Clearly articulate your desired outcome. Instead of expressing a general desire to improve physical fitness, it is more effective to set a specific objective, such as aiming to shed 10 pounds within a three-month timeframe.

Measurable: Specify the methods you will use to assess your advancement. For instance, monitor your weight reduction on a weekly basis.

Achievable: Establish objectives that are ambitious yet attainable. Take into account your present situation, available assets, and capabilities.

Relevant: Ensure that your goals are congruent with your values, long-term objectives, and priorities.

Time-Bound: Establish a specific timeframe within which you aim to accomplish your goal. This engenders a feeling of immediacy and aids in maintaining concentration.

Divide Larger Goals into Smaller Tasks: Break down large objectives into smaller, feasible tasks. This facilitates progress monitoring and mitigates the sensation of being overwhelmed. Develop a chronological schedule that includes significant events for each individual activity in order to maintain progress.

Record Your Objectives: Documenting your goals enhances their tangibility and amplifies dedication. Utilize a notebook, digital application, or goal-setting template to document your objectives and track your advancement.

Publicize Your Goals: Communicate your objectives with acquaintances, relatives, or co-workers. This fosters a network of assistance and responsibility. You should contemplate becoming a member of a goal-setting organization or community to gain extra incentive.

Establish Time Limits: Set precise deadlines for achieving each objective or milestone. This enhances the sense of urgency and aids in the prioritization of tasks.

Regularly Evaluate and Modify your Goals: Frequently evaluate your objectives to monitor advancement and implement any required modifications. Engage in introspection to evaluate the aspects that are functioning effectively and those that may be enhanced, and thereafter adjust your objectives accordingly.

Direct your Attention Towards the Aspects that are within your Control:

Determine the actions that are under your jurisdiction and concentrate your efforts on those. For instance, you have the ability to regulate the frequency of your workout, but you do not have the ability to regulate the rate at which you shed pounds.

Commend Your Accomplishments: Recognize and commemorate every significant achievement you attain. This serves to strengthen desirable conduct and serves as a driving factor to persist.

Remain Adaptable: Remain receptive to modifying your objectives in the event of changing circumstances. Life is characterized by its unpredictability, and it is crucial to adjust your objectives accordingly.

Solicit Input: Solicit comments from others to acquire diverse viewpoints and insights.

Utilize feedback as a means to enhance your objectives and methodology.

By utilizing these methodologies, you may establish significant objectives that are attainable and in harmony with your overarching vision.

Check Your Progress-3

Q1 Analyze the goal in accordance to the “SMART” approach-“By the next year, I hope to assume a supervisory role in my department and gain experience managing a team. I believe this will help me develop my leadership skills and prepare me for future management roles.”

Ans: _____

_____.

Q2 Enlist the best approach for answering question about future goals.

Ans-

_____.

Note- Write your answer in the space given above.

3.7 Let Us Sum Up

When discussing accomplishments, it is crucial to communicate in a manner that is unambiguous and succinct. Provide a concise overview of your achievements, emphasizing important details that are pertinent to the discussion or intended listeners. Employ assertive and decisive language to effectively communicate your accomplishments, while substantiating your assertions with concrete instances or compelling facts.

When discussing future prospects, convey your objectives and ambitions with fervor and assurance. Utilize language that effectively communicates your unwavering dedication and resolute determination to accomplish these objectives. Please furnish specific particulars regarding your plans and outline the strategies you intend to employ in order to accomplish them.

In general, adopt an optimistic and proactive attitude, emphasizing how your previous accomplishments have equipped you for future triumphs.

3.8 Glossary

- **Accountability:** the fact of being responsible for what you do and be able to give a satisfactory reason for it as well.
- **Spouting:** to say something, using a lot of words, in a way that is boring or annoying.
- **Pegged:** to fix or keep something at a certain level.
- **Enhancement:** an increase or improvement in quality, value, or extent.
- **Relevant:** connected with what is happening or being talked about.
- **Recalibrate:** a change in the way you do or think about something.
- **Priorities:** the fact or condition of being regarded or treated as more important than others.
- **Accomplishments:** act of completing something successfully.
- **Monopoly:** exclusive possession or control over something
- **Jargon:** technical words.

3.9 Unit End Questions

1. What do you understand by the phrase voicing future and why is it important?
2. What according to you is the major difference between short term and long term goals?
3. Can you state an example for short term goal it can be your own short term goal as well.
4. What do you understand by educational goals? Can you give example of short term and long term educational goals.
5. If a candidate is over sharing some personal details which are not even relevant for the post. Do you think it is the right thing to do or he/she should refrain from it. Give reason for your answer.
6. Try to write down the achievements that you will be discussing if you want to secure a position as a receptionist of ABC company

3.10 Suggested Readings and References

1. Gallo, Carmine. *Talk Like TED: The 9 Public-Speaking Secrets of the World's Top Minds*. St. Martin's Press, 2014.
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6. Cuddy, Amy. *Presence: Bringing Your Boldest Self to Your Biggest Challenges*. Little, Brown and Company, 2015.
7. Sinek, Simon, et al. *Find Your Why: A Practical Guide for Discovering Purpose for You and Your Team*. Penguin Group, 2017.
