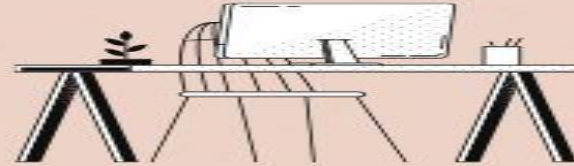


Motivation of taking this course

THE *Perfect* STUDY ROUTINE!

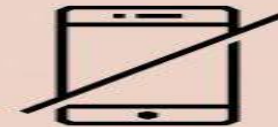
CREATE A PRODUCTIVE ENVIRONMENT



MAKE A STUDY PLAN



TURN OFF DISTRACTIONS



STUDY



REWARD YOURSELF!



WRITING

THE

DEFINITION OF

TERMS



Definitions

Authorship

Original work

Intellectual
property

Definitions

What Is Copyright?

How Copyrighting Works

What is the difference between copyright and privacy?

What Is the Difference Between Copyright and Trademark?

Who is a copyright owner?

How long does copyright protection last?

Definitions

Plagiarism

Auto-plagiarism

Why does plagiarism matter?

Why should you avoid plagiarism?

How To Write an Ideal Resume

- Research your employer
- Pick a simple design and clear layout
- Update work experience to reflect desired qualifications
- Keep your CV concise
- Integrate keywords from the job post
- Proofread carefully

How to write a CV – the Basics

Name - CV

Contact Details: Save space by keeping short

Profile: 4-6 lines summarising yourself
Include: Skills, Experience, Industries, Tools
Avoid: Meaningless clichés

Core Skills: 6-8 short bullet points that highlight your main offerings: **e.g.**

- CV Writing
- Customer Service

Roles: Company – Role Title - Dates
Start with a 2-3 line **Summary**

- List your **Responsibilities**
- Show the impact you have made
- Lots of details in recent roles, less in older roles

End with some **Key Achievements**, using facts and figures to really impress employers

Education & Qualifications:
Simple list format – Include dates and governing bodies – only include the relevant & important

Interests: Optional



Length

Ideally 2 pages - Definitely no more than 3
Busy recruiters don't have time to wade through lengthy CV's



Format

Use a simple font, break the text up and avoid using photos – Make it as easy as possible for employers to find the information that they need

Top Quarter

Anything from this line upwards will be the first thing that readers see upon opening your CV. Make sure its packed with key words that your target employers will want to see, to instantly grab their attention



Cover Letter Format

Date and contact information

1

Anne Galindo

(123) 456-7890

anne.smith@email.com

Salutation/greeting

2

January 23, 20XX

Dear Hiring Manager,

Opening paragraph

3

I'm excited to be applying for the Web Developer position at [Company Name]. I've been programming websites and using CSS to create user-friendly experiences since I was in middle school, so it's always been a passion of mine. I've also been intrigued by your company since it won Most Innovative at the National Web Development Awards two years ago. I strive to stay on the cutting-edge of web design and development, so when I saw this job posting, I knew I had to apply.

Middle paragraph(s)

4

During my previous role at [Company Name], I built a website completely from scratch for a recently rebranded business, both ahead of schedule and within budget. I started by gathering requirements from my clients and holding a focus group to perform user research. My favorite part about web design is building a solution that impresses the client and meets the needs of users and customers. My new website was responsive, extremely fast, and included the latest e-commerce features. After launch, I continued to lead optimization efforts. Through A/B testing, I improved the click-through rate by 10% and reduced the bounce rate on the website's landing page by 35%. As your Web Developer, I would bring these skills to develop websites that exceed the expectations of clients and customers, and drive real business results.

Closing paragraph

5

One of the factors that really attracted me to this role is that [Company Name] values giving back to the community. In my spare time, I run free web development workshops for at-risk youths. In these workshops, I teach them the basics of HTML/CSS and JavaScript and serve as a mentor. As I grow in my career, applying my skills to help others and make an impact on the world becomes more important—I believe this role would give me that opportunity.

Complimentary close and signature

6

Thank you for your consideration and time. I'm looking forward to learning more details about the position and company.

Sincerely,

Anne Galindo

Definition

1. A cover letter is a letter of introduction attached to, or accompanying another document such as a résumé or curriculum vitae.
2. Job seekers frequently send a cover letter along with their CV or employment application as a way of introducing themselves to potential employers and explaining their suitability for the desired position.
3. Employers may look for individualized and thoughtfully written cover letters.
4. Badly written cover letters are a sign of carelessness, a lack of interest and a poor education.

Unit 2. WRITING PROCESS

a. Prewriting

1. Free writing

2. Questioning

3. Making a list

4. Clustering

5. Preparing a Scratch Outline

b. Writing the first draft

c. Revising

d. Editing and Proofreading

Unit 3. SENTENCE VARIETY

- a. Simple Sentence**
- b. Compound Sentence**
- c. Complex Sentence**
- d. Compound Complex Sentence**

Simplicity is Key

THE MAGIC OF SIMPLE SENTENCES

Simple sentences may seem, well, simple, but they're actually the foundation of effective communication! Here's what you need to know:

Element	Definition	Example
Subject	Who or what the sentence is about	The dog
Verb	What the subject is doing or being	barks
Object	What the subject is doing the action to	at the mailman

That's it! A simple sentence has just one subject and one verb, and it expresses a complete thought.

Compound Sentences

* They contain 2 or more independent clauses.

* The clauses are joined together by a coordinating conjunction. →
(FANBOYS)



↑ Don't forget the comma!

1. The door is locked, **and** I don't have a key.
2. I don't like sports, **nor** does my dad.
3. I don't like having short nails, **but** I can't stop biting them.
4. He signed up for an acting class, **for** he hopes to become an actor someday.
5. Dad will either laugh about the prank, **or** he will get angry.
6. I am exhausted, **so** I'm going to bed early tonight.



sentence structure

COMPOUND SENTENCE

has at least two independent clauses but no subordinate clause

FANBOYS

These independent clauses are joined by conjunctions **For, And, Nor, But, Or, Yet, and So**.

EXAMPLES

His house was huge, **but** it was dirty.

independent clause conjunction independent clause

I like photography; he likes painting.

joiner

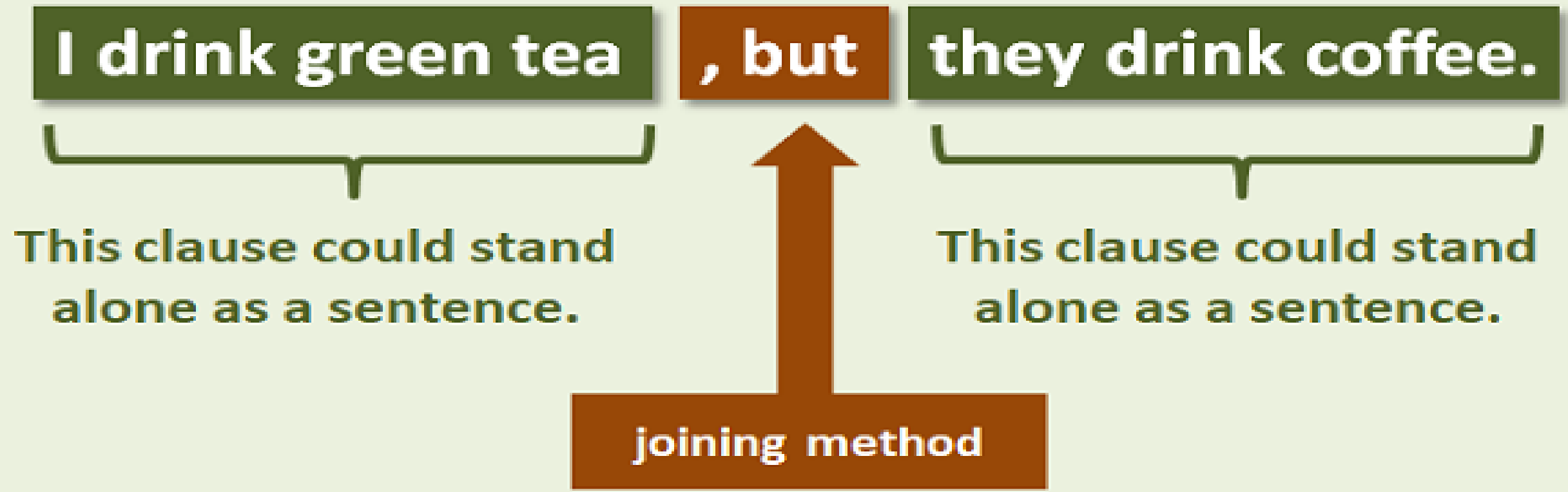
NOTE:

colons, semicolons, and dashes also connect independent clauses.

- She was here - I read her note.
- This is his only advice: Do better.
- We saw, we came, and we conquered.
- He loves tea; it relaxes him.

Compound Sentence

A compound sentence has at least two independent clauses.



Unit 4. PARAGRAPH FORMAT

a. Organization

b. Capitalization

Paragraph Organization

Each **BODY PARAGRAPH** has three parts:

Introduction: topic sentence + sentences that provide background information

Body: discusses the single topic through the use of facts, arguments, analysis, examples, statistics, etc.

Conclusion: Summarizes connections between information presented and the overall purpose (thesis statement).

Paragraph Organization

A paragraph:

☀ is a group of related sentences that develops a major idea

☀ has 3 parts:

- a beginning: Topic sentence
- a middle: Body (Supporting points)
- an end: Concluding sentence

☀ the series of sentences comprise logical and interrelated pieces of information.

10

CAPITALIZATION RULES

1. Capitalize the first word of every sentence, and every new line.

- I got up early. Then I went to school.

3. Capitalize the names of people

- Mary, John, Sam, Susan, etc.



2. Capitalize the first word of quoted sentences.

- He said to her, "You betray my trust!"

5. Capitalize the name of streets, cities, provinces, states & countries

- Washington street, the United States

6. Capitalize the place or specific locations.

- I love studying English and history.

4. Capitalize words derived from proper nouns.

- I am headed to the South this summer.

7. Capitalize the names of books, movies, arts, articles, etc.)

- One Hundred Years of Solitude
- The Return of Superman

8. Capitalize the pronoun "I"

- My friend and I go to school together.

9. Capitalize an interjection, an exclamation

- Oh! Look! Surprise! Woah!

10. Capitalize opening and closing of a letter

- Dear Mary,
- Cheers, Sincerely, etc.



Unit 5 Listing-Order Paragraphs

1. Clustering
2. Organization
3. Sentence structure

Listing-order Paragraph

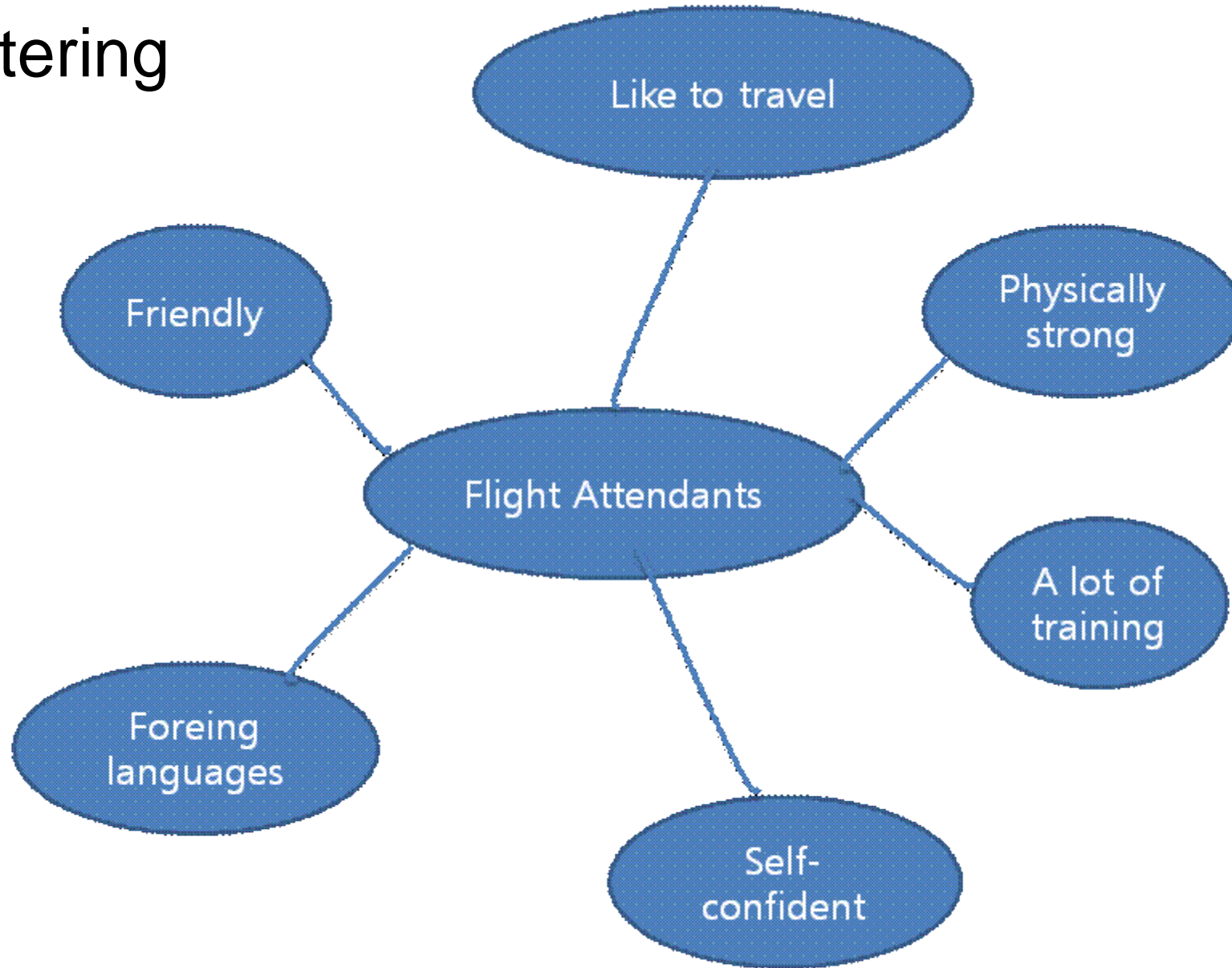
In a listing-order paragraph, you divide the topic into separate points.

There are three keys to writing a listing-order paragraph:

1. Begin with a sentence that names your topic and says it has several points.
2. Write about each point separately.
3. End with a sentence that reminds your reader about the points you just discussed.



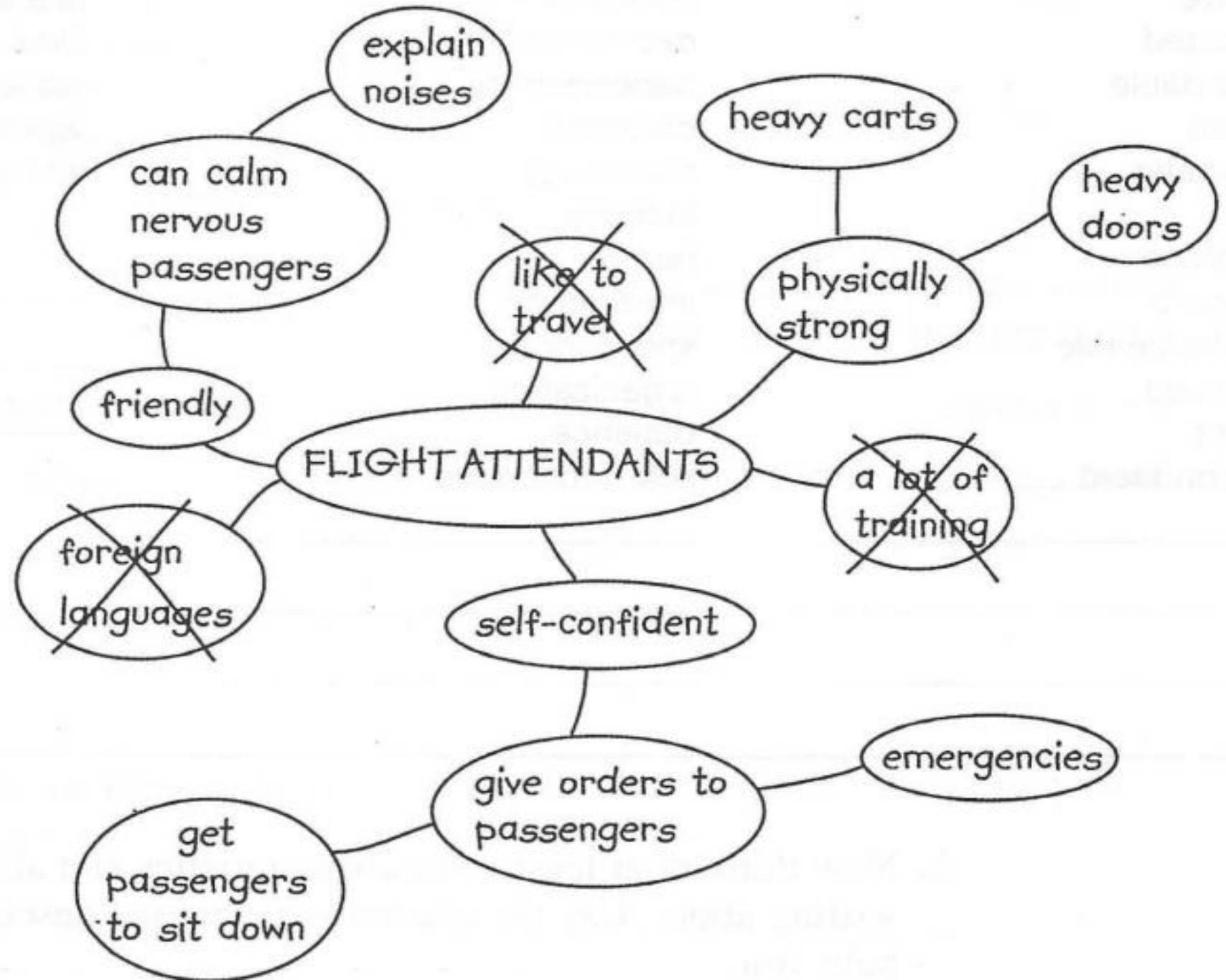
1. Clustering



Made by Young Jun

MODEL

Clustering 2



Unit 6 Giving Instructions

1. Organization
2. Sentence Structure
3. Capitalization and Punctuation

Giving instructions

- You often see the imperative form in instruction manuals or when someone tells you how to do something.
- There are often "sequencing" words to show the steps in the process. For example, "firstly", "secondly" and "finally".
- **Simple instructions to replace a light bulb**
 - **Firstly**, turn off the electricity.
 - **Secondly**, remove the light bulb.
 - **Then**, screw in the new light bulb.
 - **Finally**, turn the electricity on and switch on the light.
- You can also say "after that" instead of "then" and "first" / "second" instead of "firstly" and "secondly".