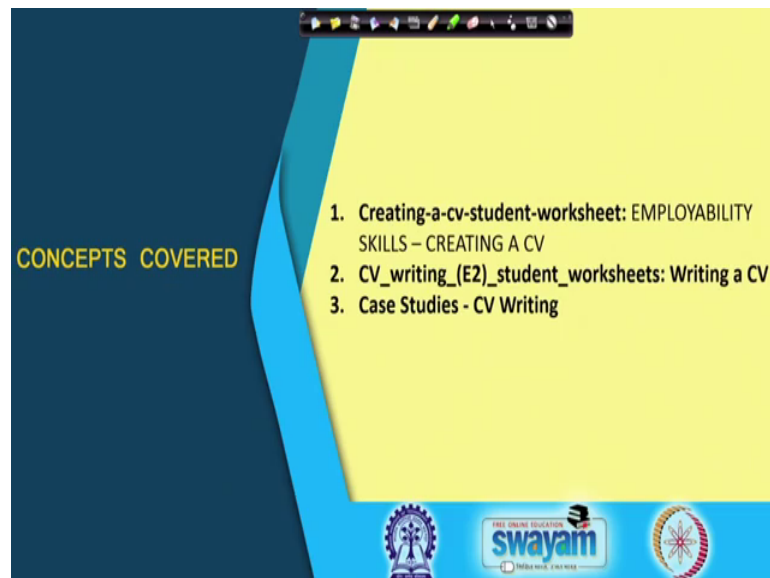


**Employment Communication - A Lab Based Course**  
**Prof. Seema Singh**  
**Department of Humanities and Social Sciences**  
**Indian Institute of Technology, Kharagpur**

**Lecture – 23**  
**CV Writing Lab Session II**

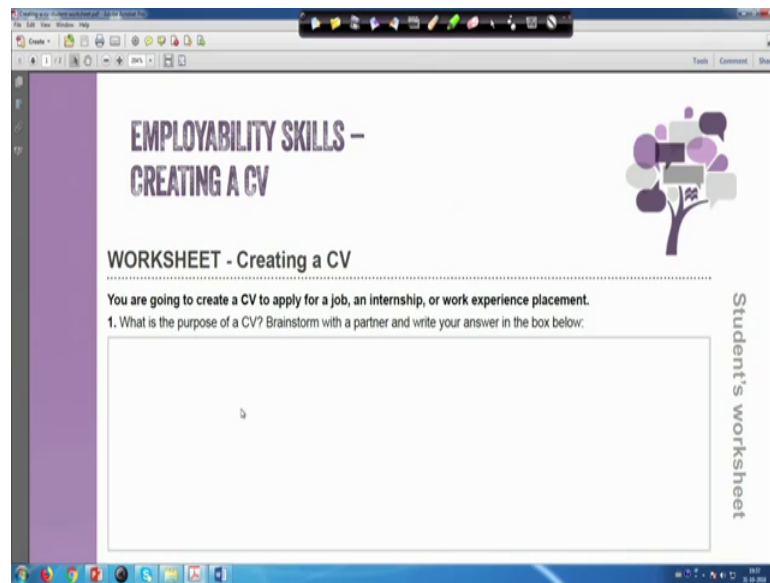
Hi everybody, so, we are back again with this course on employment communication. And this is the second of the lab classes of CV writing. And we have with us the students of the MHRM first year Department of Humanities and Social Sciences in the IIT Kharagpur. And today we are going to do three activities in this class.

(Refer Slide Time: 00:37)



The first is to create a CV on employability skills, and the documents already in circulation and students have started their work. The second activity involves a CV writing once again. And the third is a case study and CV writing, where students are have been given small sheets of paper containing the profile or a small history of fictitious persons and they have to write a fair copy of the CV for them it may be as short as this page in landscape format. Please note it has to be in landscape format, and it has to fit in within these I think there are around 16 to 17 lines in this in 17 lines they have to write the CV of the person whose case history or short description they have got already. So, if we come to the first of this activities all of you continue doing your work.

(Refer Slide Time: 01:52)



If we come to the first of these activities its being done by 5 students now in the class. It is a worksheet on creating a CV, and these are some questions we have one here what is the purpose of a CV.

(Refer Slide Time: 02:06)



Number 2 your CV should demonstrate how you meet the requirements of the internship or work placement filling this sentence and some activities there. In case you are not able to do it just leave it, this is not a marked assignment, try as best as you can, do not take tensions ok.

Tension is forgiving others, not for taking is not it. In Hindi, it is called [FL]. So, we are just having some fun activities in the lab class on CV writing, and none of you need to be very stressful that mam is going to beat us if we do not answer all the questions, just do as much as possible.

(Refer Slide Time: 02:52)

3. Which of the following categories of information do you want to include in your CV? What order should they go in?  
Choose at least six.

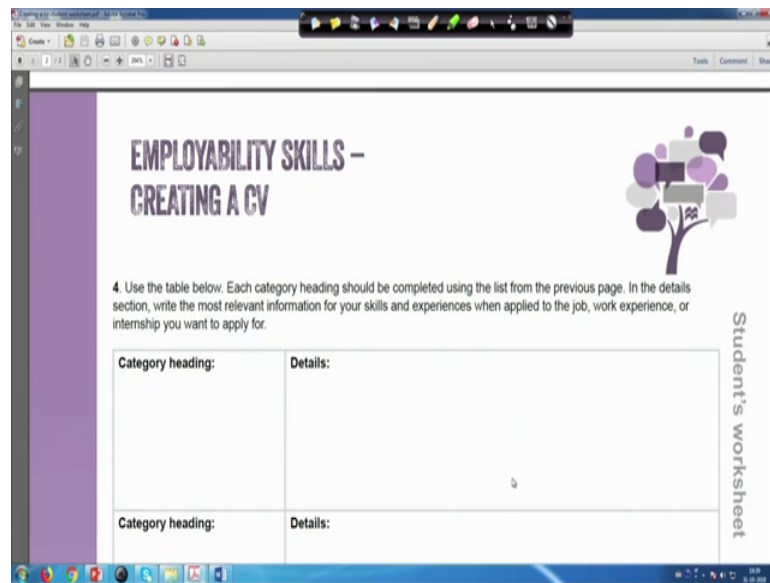
Transferable skills		
Personal details		
Contact details		
Personal profile		
Education history and the qualifications you are working towards or have completed		
Employment history (with most recent role listed first) title; job role; company name; brief notes of what you did or what you've achieved		
Professional qualifications or training		
Current projects and roles		
Skills		
Interests		
References		
Memberships of professional organisations		

Use the table in Ex. 4 to help draft your CV.

Hint: Always carefully proofread your CV for spelling and grammar. Any mistakes give a negative impression and may mean your CV will be immediately discarded.

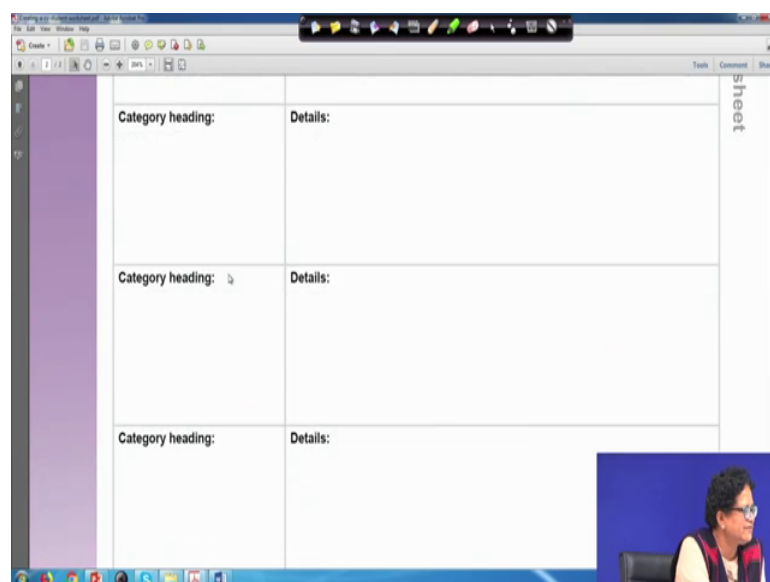
And then you can think about this is a very easy question number 3 here on the screen, and you just have to put the order here 0, 1, 2 sorry 1, 2, 3 and so on and so forth zero is of course, your name. So, 1, 2, 3 in which order will you put it. And then once you have done that, then you can go to the next page take care of this hint here, you have to spell check, and double check your CV for spelling and grammar otherwise you create a negative impression, and you will be out of the race in round one.

(Refer Slide Time: 03:29)



Remember in employment communication we are talking about three stages to employment communication of getting an employment and the first is CV writing where we are placed now. The second is group discussion this Saturday we are going to have four sessions on group discussion. And the third is the personal interview which we will also be doing soon. Then you have the now this is the third page.

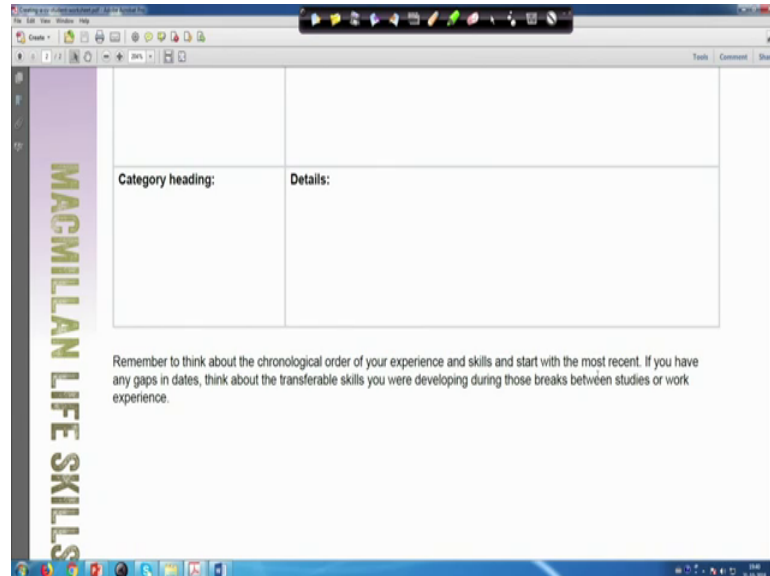
(Refer Slide Time: 04:06)



And you can complete this list under a category heading and some details. We have already seen the way in which Mr. Gustafson Gupta has put his details bulleted details

under the category heading of let us say awards and achievements or let us say academic or let us say work experience. So, this is something which you can do in black and white.

(Refer Slide Time: 04:33)



And just note here that this is called the reverse chronological order or it is called the functional CV. In this kind of CV which is separate from a scannable or an electronic resume the other type of CV, which is again separate from that which is called the traditional CV or the paper resume. You have the most recent information on top. And it is a good point here that if you have any gaps in dates. Suppose you were unemployed between 16 to 17, or 16-17 calendar year then what did you do that because at the time of interview will be questioned on this. So, think about some transferable skills you were developing during those breaks between studies or work experience.

Maybe you worked part time with a travel agency, and it was the travel agency doing with adventure tourism which is the in thing nowadays. Nowadays if people are thinking about Cox and King and Thomas Cook as the lead travel, travel agencies the point is that we have small companies like thriller Thrillo Thrillophilia and some more companies I am not getting the name, but the idea is that what are you saying.

Student: Trip two.

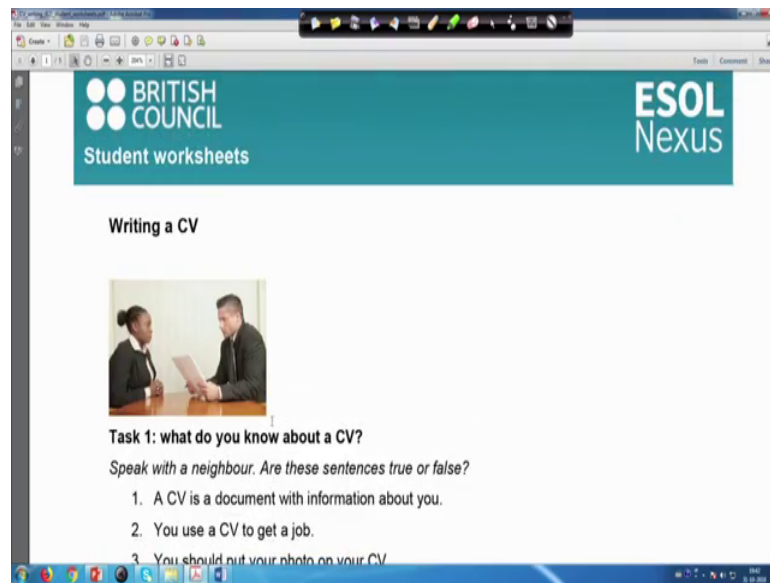
What are you saying?

Student: trip two

Trip two where the focus of the travel and tourism company is to promote adventure tourism, for example, let us say river rafting in the waterfalls and the fast flowing rivers of Uttarakhand or maybe some kind of scuba diving in the sea beach of Andaman Nicobar or maybe Puri, Bhuvaneshwar. So, we go to the third page and that is the end.

I have acknowledged these three activities in the reference section. So, if we are through with the first activity, then we can come to that.

(Refer Slide Time: 06:50)



This is the first activity Pooja, this one on the screen? This one British Council is this the one you are doing the five page one.

Student: No mam (Refer Time: 07:02).

Ok, anybody of you is through ok.

Student: We have done with first task (Refer Time: 07:10).

You have done the first one.

Student: First task

First task maybe you can come here. So, this is not this one I think you are doing, this one creating a CV.

Student: no mam, not this not the other the other one we had the other page.

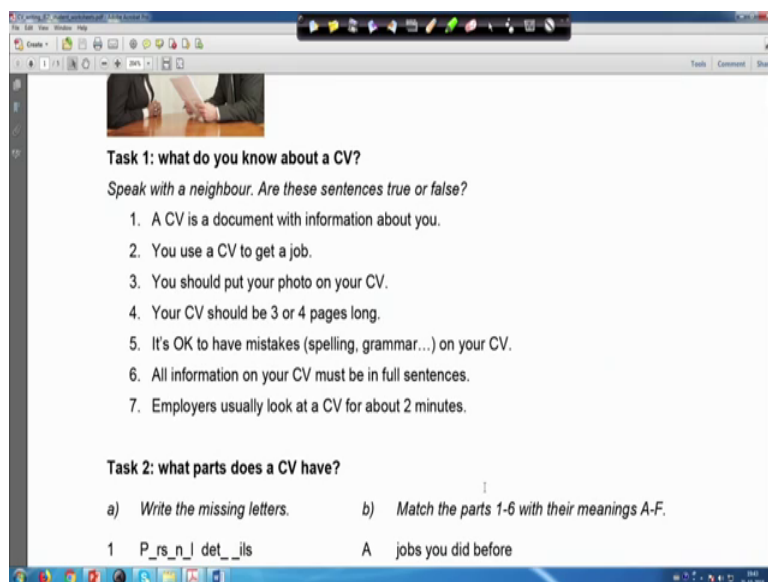
Yes, this one.

Student: British council.

Oh, you are about this one good. So, one of you can come we have done the first task that is enough please push it, time, time.

And all of you please hurry up, do multitasking.

(Refer Slide Time: 07:50)



The image shows a screenshot of a presentation slide titled "CV writing CV what understand". The slide contains two tasks. Task 1 asks the student to speak with a neighbour and determine if seven sentences about CVs are true or false. Task 2 asks the student to identify parts of a CV, with a matching exercise between a sentence and a meaning.

**Task 1: what do you know about a CV?**  
*Speak with a neighbour. Are these sentences true or false?*

1. A CV is a document with information about you.
2. You use a CV to get a job.
3. You should put your photo on your CV.
4. Your CV should be 3 or 4 pages long.
5. It's OK to have mistakes (spelling, grammar...) on your CV.
6. All information on your CV must be in full sentences.
7. Employers usually look at a CV for about 2 minutes.

**Task 2: what parts does a CV have?**

a) Write the missing letters.      b) Match the parts 1-6 with their meanings A-F.

1 P\_rs\_n\_] det\_ils      A jobs you did before

You would like to sit here or stand here?

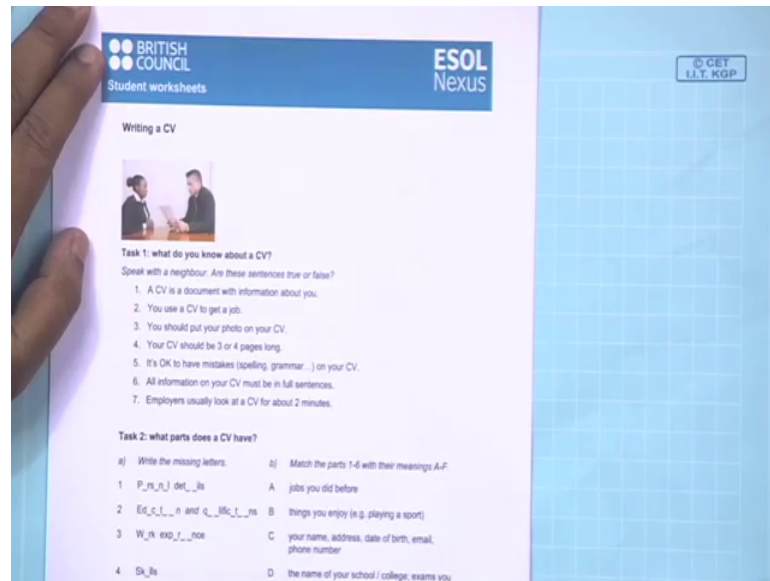
Student: No.

No

Student: No.

I am very warm; I am going to burn you. Ok you know ok. So, let us go to I am not burning you know let us come to you can sit there ok.

(Refer Slide Time: 08:14)



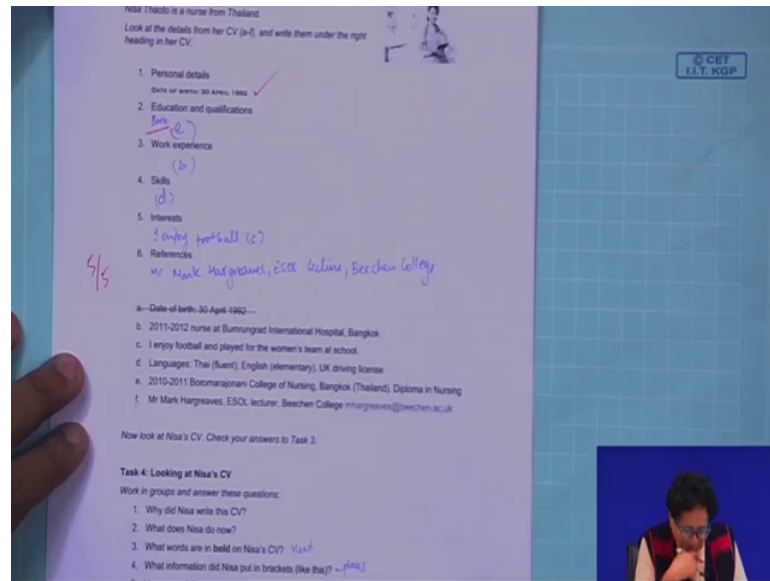
So, this I have sentences which is Varsha Vijay has answered the CV is a document with information about you true you get a CV to get you were use the CV to get a job right. You should put your photo on your CV through. Your CV should be 3 or 4 pages long - false, it should be minimum. Even when you are much much more experienced say you have 30 years of experience you have a short CV and you have lot of enclosures. A CV should be preferably not more than 3 or 4 pages long, it should be to the best of my knowledge it should be 2 pages, so that it can be printed on both sides and sent to the other.

Number 5, it is to have mistakes – false; all information your CV must be in full sentences – false. It should be in phrases which give the communicative value of a sentence. And number 7, employees usually look at a CV for about 2 minutes – true, very good well done. This is seven upon seven very good ok.

Then we come to the next part. I will please be doing your activity ok. Why do you touch your lips, do your activity. I am going to call any of you now for the second task. What parts does a CV have, and she has done it personal details, she filled in the blanks education and qualifications. Then you have work ex and skills and interests and references. So, again now she has got 13 out of 3 as of now, 6 out of 6, and then she has got 6 out of 6 ok.



(Refer Slide Time: 09:59)



Then we move further you have done this also? Who has done page 2 a British council task?

Student: (Refer Time: 10:13).

Ok, no problem as I see it. What is this bo?

Student: Mam this is about (Refer Time: 10:23).

So, you just written the solution the alphabet, I enjoy football C, Mr. Mark Hargraves ESOL lecturer, Beauchamp college ok. So, she has chosen these options from the points given here b, c, d, e, f, a has been struck off because it has been provided. So, out of 6 out of 5 she has got five is not it? I have writ written something wrong. So, up till how Varsha Vijay has got 100 percent ok. Anybody who would like to show in the next one? Any of you who got this is solved sheets? This is the second activity, but anyway we are looking at it first.

So, yes, anybody? Now (Refer Time: 11:26) are you through?

Student: not completed (Refer Time: 11:29).

Kaustab have you finished?

Student: No mam.

And who else has got this one? Tanvi, yes.

Student: We were doing the same thing

Oh, it is a her sheet know.

Student: Yes mam.

And akshay

Student: Yes.

Both of you do together?

Student: Yes mam.

Over have to come to this segment?

Student: No mam (Refer Time: 11:47).

Poorva, what have you got?

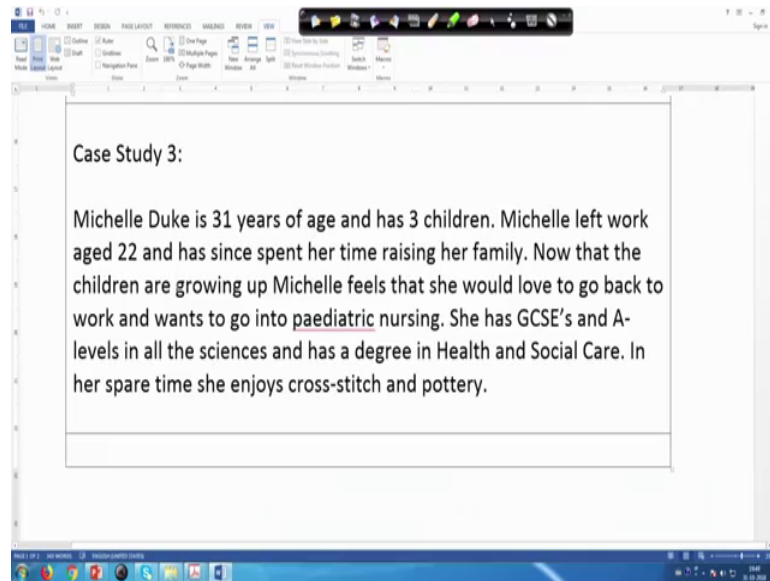
Student: I did have case.

Case study, ok, bring it here.

Student: I will bring it.

Yeah, bring it, because we have to finish this class on time. So, others keep on working. Now, we have with us Mr. Poorva Choudry from MHRM first year, and which one did you get case study number three. So, I am showing it on the screen. If you wish you can stand here, then you will be in the frame, stand.

(Refer Slide Time: 12:20)



Student: No.

No, I am not going to bite you ok.

Student: No.

I am not I am a vegan; I am not a cannibal, pizza, burger, vada, paav.

Student: (Refer Time: 12:28).

Ok, let us come to nobody wants to stand in front of the camera. Which one have you done, the third one?

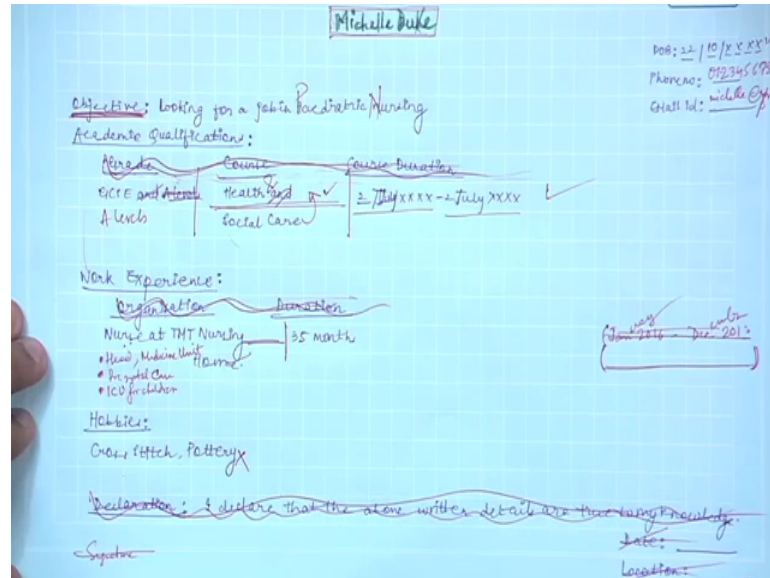
Student: (Refer Time: 12:40).

So, the CV on which Ms. Poorva Choudry was working. And she has made a very nice CV of Michelle Duke the profile of Michelle Duke or the details of Michelle Duke based on which Ms. Poorva Choudry has composed a CV in 16 lines page landscape mode is let us read it. Michelle Duke is 31 years of age and has three children, good. Michelle left work age at 22 and has since spent her time raising her family.

Now that the children are growing up Michelle feels that she would love to go back to work and wants to go into pediatric nursing. She has GCSE's and A-levels in all the

sciences and has a degree in Health and Social Care. In her spare time she enjoys cross-stitch and pottery. So, let us examine now the submission of Ms. Poorva Choudry.

(Refer Slide Time: 13:43)



So, on this top right hand corner Poorva has provided the data birth of Michelle Duke, here in the center top with central justification, she has written the name of Michelle Duke and she has put it in bold. She has put it in bold, because that is the way to put yourself in as we say the cynosure of all eyes, to put yourself in the center stage. So, top left hand corner date of birth and she you can provide some you know phone number, like 0123456789 including your country code which is 012, and email id is you can write michelle at gmail, know why Gmail always know? Let us write ymail, ymail dot com ok.

Then she states objective. So, there has to be a highlighting which is very difficult to do in this class, where you have to write the CV in hard copy format in black and white or blue on blue. So, she is highlighting the objective by underlining it or maybe when she will do it on her laptop, she will put it in bold, colon, very good; looking for a job in pediatric nursing and maybe you could highlight by putting it in all caps.

Then she is coming to the academic qualifications of the candidate in view of this profile Michelle Duke. So, academic qualification GCSE's and A-levels in all the sciences and number 2 is degree in health and social care. So, there are two things and let us see what Poorva has written, she has made a line chart this is called a line, it is not seen, but it is assumed to be a line chart, because it is not a tabular form you put boxes. The minimum

of boxes you have on your CV the best. So, Ms. Poorva has done it quite nicely, GCSE and A-levels or she could write a GCSE and A-levels in the second line. Then she can put this in one line by itself, she can put ampersand and or whatever and it an issue of space management she can write it in one line. So, this can come here course duration and she writes some dates second July, up to second July of the other set of years.

Now, we come to the work ex segment and maybe we could do away with this and just write nurse at TMT nursing home that 5 months or if you wish then in this and this is the edge of the paper, you can write here the period. So, let us say Jan 2016, so 2016 to 18, then 35 months. So, it is 1 month less than 3 years; 16 to 19. So, it is December 2019.

Student: No, mam (Refer Time: 17:16).

I am very poor in Math's.

Student: January (Refer Time: 17:18).

Yes, I am forgetting my own precept. So, December 2019, 35 months; 16 19 know.

Student: (Refer Time: 17:31).

No, if she left working when she was 22 that is very loudly said, then you put a give me a proper figure here, because I forgot this. So.

Student: Mam, (Refer Time: 17:46).

Then you write a period here that is my submission to you, and normally when we write this. So, if we have cut out this, we also cut off this, it is understood that GCSE A-levels, and then space and health and social care, then space and then the period, its understood that this is grade and course and course period duration.

Then we come to here work ex and nurse at TMT nursing home and this is first of all should be written in one line, and here you could provide details as nurse what did she do. Then we come to hobbies, you know as nurse did she work in the ICU or did she work in the ICU for children or did she work in let us say prenatal, you know prenatal?

Student: Yeah.

Prenatal, what shall I say prenatal sec.

Student: (Refer Time: 18:47).

Prenatal care of prenatal segment section unit of the hospital and maybe something, here what else can you think a nurse would be doing? So, she was the she was the head of the medicine unit let us say. Let us assume that she was heading the medicine unit, where all the vaccines and vials and tablets and cough syrups and other syrups are kept for the children, let us say that she worked with children know.

Student: Pediatric, mam.

Yeah, because pediatric is about science the specific medical discipline having to do with children, geriatric is for old persons like that. So, hobbies cross stitch and pottery no full stop, then declaration not required, why should it declare? The CV is your declaration. This was in our times you know, 20, 30 years ago; when used to put handwritten CV's and we had to send it by registered portion speed post. So, I declared that the above written details are true to the best of my knowledge and belief.

Now, you are not making a testament in a court of law. So, because when you are called for the interview, you will be producing the documents to support that you have a GCSE qualification and you have also certificate in A-levels with a very good pass percentage and you worked and the courses you pursued were in health and social care. So, this is now redundant old fashioned and it is out of vogue. And this also we do not put just as we do not put our signature, do we put our signature?

Student: No.

No, we do not put. So, we do not put date, location and signature. So, you can submit it once again after correction. So, when we can we come to any other group whatever you have done, because we have to finish this job fast, blue sheet.

Student: (Refer Time: 20:55).

Blue sheet is with Anupam.

Student: Yeah, I am (Refer Time: 20:59).

No, I want to do the other activity, because we have to do all the three activities at least a glance or the glimpse of all the three activities done. So, we are closing activity three,

which we have done first. Now, let us come to the worksheet creating a CV. I think this is 5 of you here know?

Student: Yeah, mam.

Whatever you have done just show me, who has done the maximum? Preetham.

Student: (Refer Time: 21:27).

Who?

Student: (Refer Time: 21:30).

It is not a good class work, its very boring, you do not like it; you are not happy, you are happy?

Student: Happy.

Have you done it, how much have you done?

Student: Most of it.

Most of it very good that is why boy come, run fast.

Student: Time over (Refer Time: 21:49).

Run.

Student: (Refer Time: 21:51).

Ok, make a quick submission. Very good, would you like to stand here?

Student: If you want to.

Yes, that is very obedient. I think you can stand here, so that you are in the frame.

Student: Yeah.

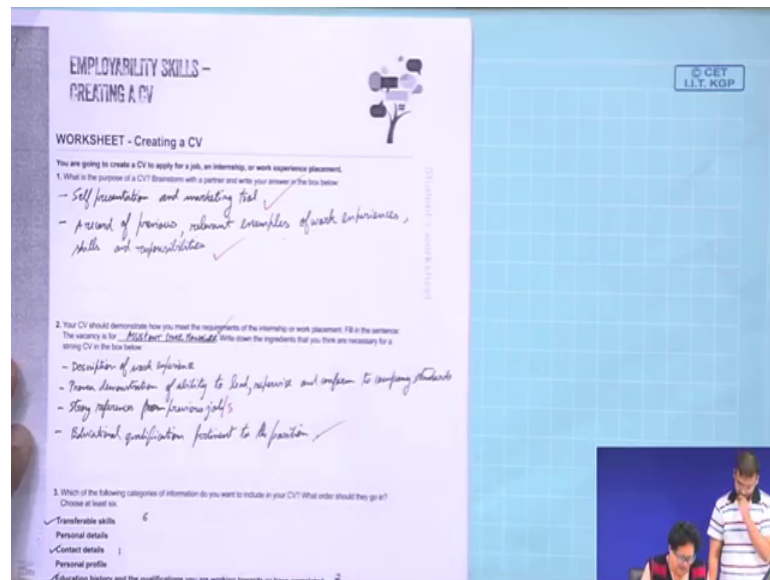
Yeah, you get up and stand tall.

Student: (Refer Time: 22:08).

Should stand here.

Student: (Refer Time: 22:10).

(Refer Slide Time: 22:13)



So, this is Mr. Tirthav Nandi one of the top performers in the MHRM, first year batch and he has done this work sheet of here, here you have to come here ok. So, can you see this. So, you are going to create a CV to apply for a job, what is the purpose of a CV as he writes self presentation and marketing tool, very good.

It is a record of previous relevant examples of work experience skills and responsibility is very good. Your CV should demonstrate how you need meet the requirements of the internship or work placement fill in the sentence this vacancy is for assistant store manager. So, he has acquaintance.

Student: This is from a case study.

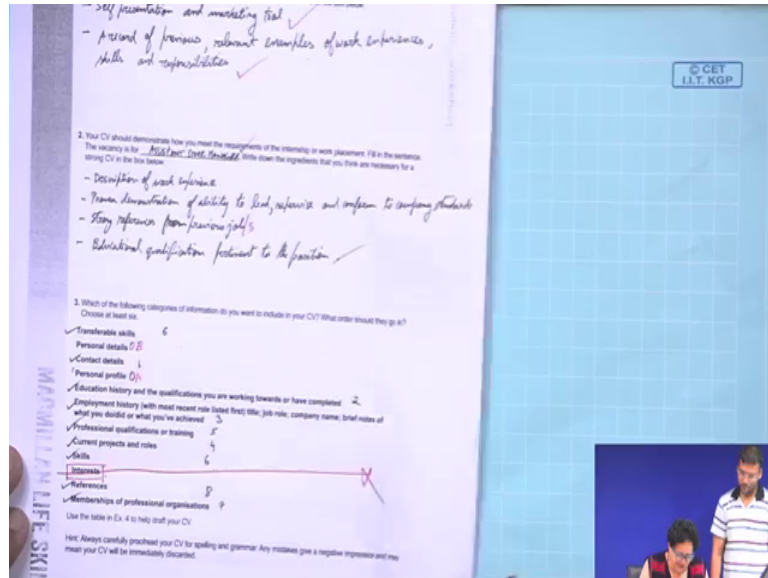
Very good be loud. So, Tirthav says that this is from a case study and this is write down the ingredients that you think are necessary for a strong CV in the box below. So, in the box he writes description of works ex, proven demonstration of ability to lead comma supervise and confirm to the company standards, three stray references from previous strong, sorry.

Student: Strong.



Sorry, I am very sorry. Strong references from previous job, job or jobs, job or jobs. The educational qualification, pertinent to the position very good.

(Refer Slide Time: 23:38)



So, we come to number 3. And this is the way in which he has put them, he has chronologically redone the order in which the skills should be included as parts of your CV as segments in your CV. So, he would put on top contact details, which would come just under his name Tirthav Nandi and that is just below this. So, this is 0, this is 0 and this is 1; then 2 is education history, then 3 is employment history of work ex, 4 is current projects and roles what he is doing nowadays, in the recent past and up till date. 5 is professional qualifications or training, 6 is skills, then 7 is membership of professional organizations and 8 is references. So, you have not given any importance to interest.

Student: Yes.

And yes personal details will also be part of 0. So, 0A and 0B and then 1. So, where will you put this?

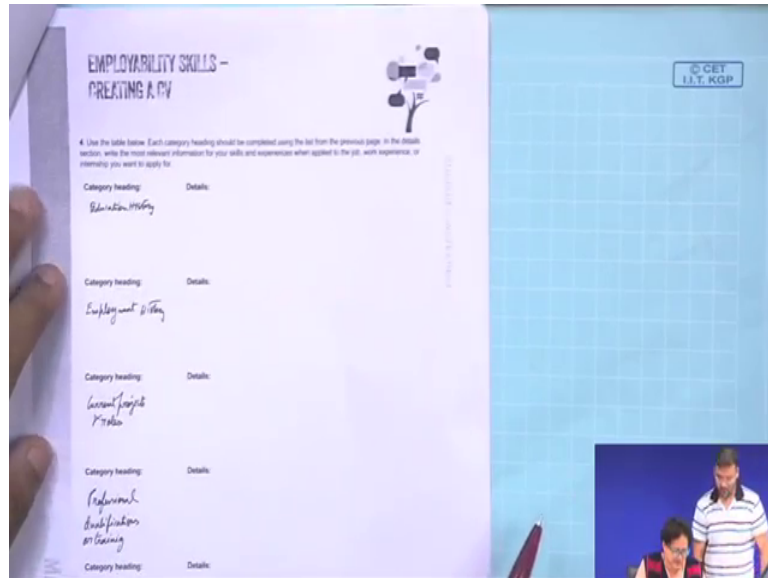
Student: Mam, I am not actually using those not, in case I do not think like for the position of an assistant store manger.

Yes.

Student: I do not think, interest is actually relevant and this could be.

Ok, very well answered. So, this is a redundant segment and may be deleted and put in the recycle bin for permanent cutting away.

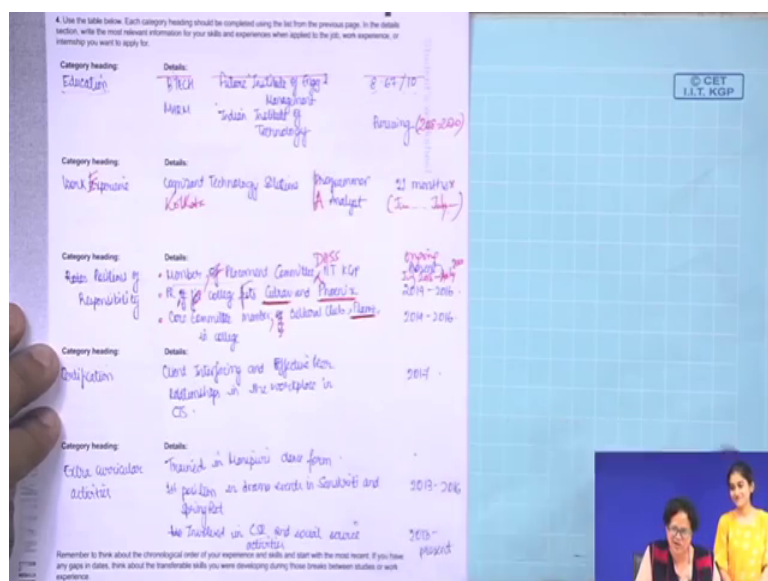
(Refer Slide Time: 25:07)



Then we come to this segment ok. You would like to take some time on this, anybody has done page 2 of this activity? No, all started looking at Tirtha Nandi.

Student: (Refer Time: 25:20).

(Refer Slide Time: 25:22)



Yes, I want you to so that you can see what is being corrected, and so that what you say will be heard by the students, who are enrolled in this NPTEL course on employment communication. So, maybe we could go to question 4, while Rithika comes. And this question this segment of the activity says, use the table below each category heading should be completed using the list from the previous page. In the details section, write the most relevant information for your skill and experiences, when applied to the job work ex or internship you want to apply for.

So, we have Ms. Rithika Das Gupta with us and in the category heading of education which she would put first, her B.Tech is from Future Institute of Engineering and Management – FIEM and the CGPA was 8.67 upon 10. So, there is no need to put subheadings here of what whether this is the degree or the course, and this is the institute or the college name or the university and this is the results or the percentage slash great. It is understood that she did her B.Tech from this and she got a great 8.67 upon 10. MHRM, she is pursuing now and maybe she could write here to 2018 dash 2020 ok.

Student: Yes, mam.

Ok, good. She is slim and trim know like ok. Let us come to work ex, so you could put this in capital agreed.

Student: Yes, mam.

And she has worked in CTS and may be you could write the location.

Student: Kolkata.

So that will be better, because its spread all over the world and her role was as programmer analyst. So, you could justify this the A should become here, come here programmer analyst and for 21 months no full stop here, may be you could write June to whatever ex June to June or June to July whatever here, you could also write that apart from this below this.

Student: Ok.

So, then you come to category heading of this row positions of responsibility or which shows her leadership qualities and her extra acad achievements interests as such. So, she

is a member of the place com at IIT, Kharagpur; maybe you could write here, department of HSS DHSS, it will understood that it is DHSS stands for Department of HSS and present. So, or you can write here ongoing or you can write here and July 2018 to.

Student: July 2020.

Ok. So, I was going to write as on date July 2020. Then she says PR for college Fest capital culrav.

Student: Culrav, Culrav.

Cul.

Student: Yes.

Culrav.

Student: Added.

Culrav. So, when she will put it in type format, she will italicize it or underline it and phoenix, co[re] then you put three bullets here.

Student: Yes.

Core committee member comma not of member comma ok, PR comma. So, cultural club, what is this?

Student: Flame.

Flames. So, this is not an English word, it is composed of English and French know?.

Student: These in culrav, it is just name in.

College, yes.

Student: (Refer Time: 29:02)

These are just fancy names, most of all now a days you see that people are trying to have words from Urdu, because Urdu is the language of the refined people is not it. And in our department for your knowledge Professor. Anjali Gira Roy who took a class with you,

she is very good with this kind of giving names to festivals and occasions. So, then we come to qualification.

Student: Certification.

Certification, Certifications. We have it singular or plural?

Student: Singular.

Good, cloud.

Student: Client.

Client interfering interfacing and effective peer relationships in the work place in CTS, no full stop nothing, 2017.

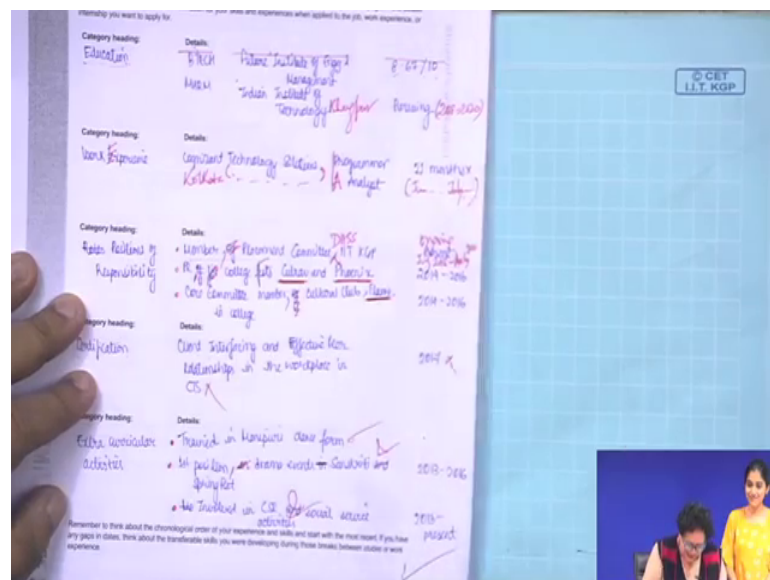
Student: ha 20, I took for the certification at 2017.

Good then extracurricular activities, do we put a dash here no.

Student: No, we do not put it.

We do not put. So, we are putting minimum of punctuation marks and hyphens, commas and so on and so forth.

(Refer Slide Time: 29:56)



So, extra and curricular these are three words now extracurricular activities, she writes like this trained in Manipuri dance form no, then first position comma drama events in Sanskriti drama events do not it dash Sanskriti, you can also put ampersand it looks good spring fest. Then this is involved in CSR and social service activities 2013 to present. So, this is 10 upon 9.

Student: 10 upon 9.

10, 10 ok.

Student: (Refer Time: 30:33) mam one thing, in the category heading

Yes.

Student: It is has been (Refer Time: 30:39) course such sequence we saw that and the way so it was defined here, so she could also be (Refer Time: 30:46)

Where, here.

Student: Mam in the category, yeah in the details.

I mean here, yes.

Student: Yeah.

Yeah possible, but actually CTS, TCS and Wipro these are such big companies that.

Student: I know second one that in the education there are 23 largely present in India. So, in means of technology which means of technology (Refer Time: 31:07).

Yeah, that is a very valid point. Oh, IIT very valid point me being an old blind lady, I did not see it. So, shall we make it 9 now.

Student: Yeah.

Thank you and well done, can we shake hands?

Student: Yes, mam.

God bless you.

Student: Thank you, mam.

Very sweet girl in my class ok. Then we have the next one we will have one student to show us this, have you done this one employability skills. We have done the case study and we have done this one, then what is left Tirthav you have left this behind. Yes, what are you doing somebody has to give me some assignment know for correction.

Student: (Refer Time: 31:56).

You want to show it?

Student: I was just seeing madam.

Rajesh has done it, is it this one?

Student: No, the one which will be (Refer Time: 32:05).

Ok, the second part of yes just give me, because I do not have the original here with me. Is it this one, employability skills.

Student: Mam.

Oh, British council.

Student: (Refer Time: 32:16).

Which page have you done, we have already corrected page 1 and 2 for Varsha know. So, let us come to the page 3, have you done it.

Student: Page 2.

Page 2, we have corrected. Anybody has done page 3.

Student: (Refer Time: 32:30) last part is (Refer Time: 32:31).

Student: Last (Refer Time: 32:31) last.

Ok, give it. It is all right, we will do it. So, the last part is task 4 is not it?

(Refer Slide Time: 32:37)

DATE OF BIRTH: 20 APRIL 1992

2. Education and qualifications  
B.C.

3. Work experience  
b

4. Skills  
A

5. Interests  
t

6. References  
f  
T

✓ Date of birth: 20 April 1992

✓ 2011-2012 nurse at Bumrungrad International Hospital, Bangkok

✓ I enjoy football and played for the women's team at school.

✓ Languages: Thai (fluent), English (elementary), UK driving license

✓ 2010-2011 Boonmasaporn College of Nursing, Bangkok (Thailand), Diploma in Nursing

✓ Mr Mark Hargreaves, ESOL lecturer, Beechen College [mhargreaves@beechen.ac.uk](mailto:mhargreaves@beechen.ac.uk)

Now look at Nisa's CV. Check your answers to Task 3.

**Task 4: Looking at Nisa's CV**

Work in groups and answer these questions:

1. Why did Nisa write this CV? To get a job in the healthcare sector
2. What does Nisa do now? ESOL course at Beechen College, she wrote a name
3. What words are in bold on Nisa's CV? Nurse
4. What information did Nisa put in brackets (like this)? Thailand, fluent, elementary
5. How many full sentences (with a verb and a full stop) are there in Nisa's CV? 5
6. Who are Mr Hargreaves and Ms Dangda? What does Nisa need to ask them? References, ask for references

Student: Task 3 and 4.

Student: 3 have learned.

3, I has been assessed for Varsha. So, you have also done right.

Student: Ok.

Work in groups and answer these questions, why did Nisa write this CV? And Kaustab writes to get his job in the health care sector, good. What does Nisa do now? It is all course at Beauchamp college, its somewhere in Thailand, Bangkok. I think perhaps she is also a nurse, is it right?

Student: Yes.

Have you read it?

Student: Yes.

Others agree?

Student: Yes.

Ok, what words are involved on Nisa's CV? None. What information did Nisa put in brackets like this? Thailand, fluent and elementary.



Student: (Refer Time: 33:22).

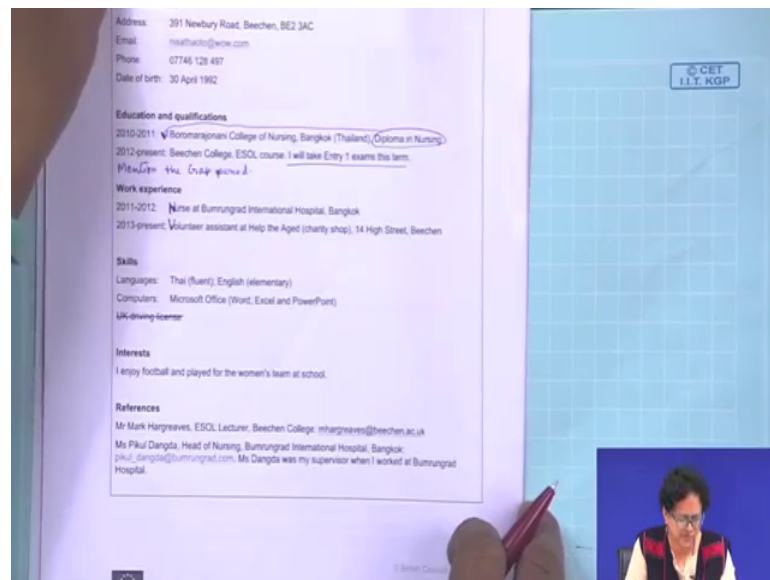
Yes, good. How many.

Student: Mam (Refer Time: 33:24) information. So, basically within say that (Refer Time: 33:29) from she has worked. And the language, but profession level in the languages, but profession level in the language.

So, you are referring to page 4?

Student: Mam, referring to page.

(Refer Slide Time: 33:41)



4.

Student: 3, actually.

4.

Student: These are series.

Sorry, yes I was talking about 3. So, in page 3 the complete information of Nisa how to CV is provided and based on that these questions ok. So.

Student: Mam, the question what is asked what information get Nisa (Refer Time: 34:04) should be only get these words or should be explained that.

Flow in then, which language.

Student: Suppose, (Refer Time: 34:08).

What is given here?

Student: (Refer Time: 34:09).

So, she is fluent in Thai, because that is her mother tongue and English she has an elementary knowledge or you know competency in English. So, elementary you can write here English and here you can write what is it Thai and Thailand is cut. 5, how many full sentences with the verb and full stop are there in Nisa's CV? Ankur, is it 5?

Student: 5.

So, this is correct who are Mr. Hargreaves and Ms. Dangda, they are reference referees R capital, What does Nisa need to ask them? She needs to ask them to write ask them to write references for her. So, this is also done page for a page 4 a page 3 or this is the CV. Then we come to page 4.

(Refer Slide Time: 34:01)

Nisa CV - version 2 (handprint) (1)

Complete Nisa's CV. Write the headings in the right place on the dotted lines (...)

Education and qualifications  Interests  
 Personal details  Work experience  
 References  Skills

**Nisa Thaoto CV**

I am a nurse with qualifications and experience. I am looking for a job in healthcare in Beechen.

b. personal details ✓

Address: 391 Newbury Road, Beechen, BE2 3AC  
Email: nisa@nisa.com  
Phone: 07746 128 487  
Date of birth: 30 April 1992

a. educational qualification ✓

2010-2011: Birmansarajorn College of Nursing, Bangkok (Thailand), Diploma in Nursing  
2012-present: Beechen College, ESOL course. I will take Entry 1 exams this term. ✓

c. Work Experience

2011-2012: nurse at Burmangrad International Hospital, Bangkok  
2013-present: volunteer assistant at Help the Aged (charity shop), 14 High Street, Beechen

f. Skills

Languages: Thai (fluent), English (elementary)  
Computers: Microsoft Office (Word, Excel and PowerPoint)  
UK driving license

d. Interests

I enjoy football and played for the women's team at school.

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L.T. KGP

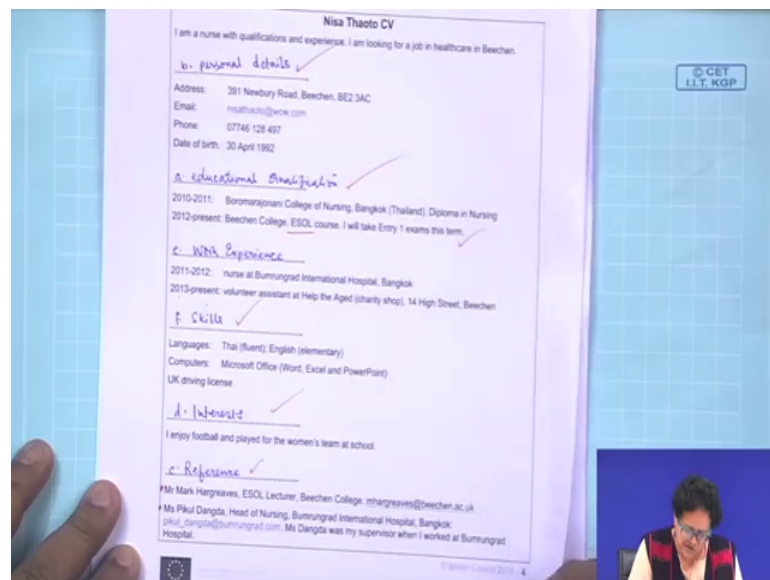
Is this complete?

Student: Yes.

Ok. So, Kaustab has done page 4 and this question here is complete nisa's CV, write the headings in the right place on the dotted lines which have been provided. For I am a nurse with qualifications experience, I am looking for a job in health care in Beauchamp. And these are her personal details good, including her address postal address or what is called residential address email id, phone and date of birth provided here.

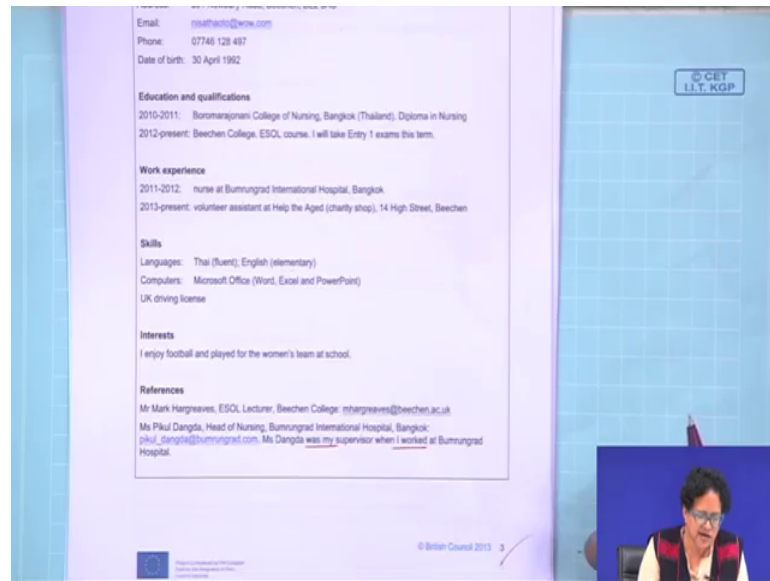
Then educational qualification good, from 10 to 11 she was at this B college of in nursing, Bangkok with and she completed diploma in nursing from there, in 11 2 years sorry, 1 year one academic session. 12 to present she is now trekking and going to take entry one exams this term is all English second language speakers, then we have work ex 11 12 and 13 to present.

(Refer Slide Time: 36:05)



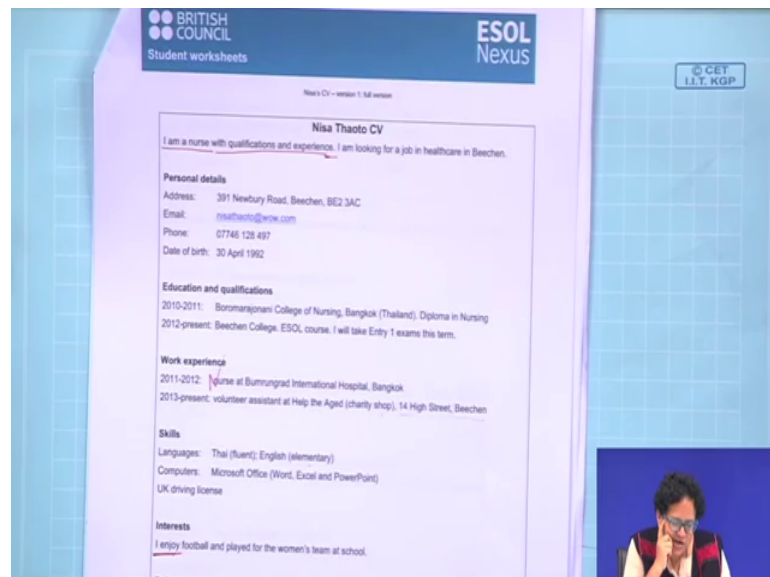
Then the skills is suitably the subheading, because it deals with languages and computers. Then interest she writes, I enjoy football and played for the women's team at school then C reference, and remember that, this is not a typical CV. Here, this is the way in which she has written this is more or less having the personal element in it.

(Refer Slide Time: 36:30)



The personal element, because we have been emphasizing on the impersonal objective or third person use of pronouns in the CV, but if you look at the last segment, she writes was my supervisor, when I worked. So, because she is writing it in sentence form and if you go back to the way in which you write your career objective or job.

(Refer Slide Time: 36:59)



Objectives, you know do you write I am a HR professional? No, you just write that what you are looking forward to. Let us say that if we examine this CV of Ms. Nisa Thaoto thought oh from Bangkok, Thailand. It seems to be somebody who has who is not a

novice, but who has less number of years of experience know, or she has a lot of experience, she has less experience, she is what is her age now, is it given somewhere?

Student: 36.

34?

Student: 26.

So, not much know, we can live up to 100 years know we can know so not much anyway. So, without commenting on the quantity of our life, I think qualitatively speaking in 20 years also she has done much. On the face of it, if you look at this CV, it looks like it appears to be very flimsy, but I think the because of this personal element here. This was in vogue in our time 30 years 3-4 decades ago you know ago you know, but this is a style which is making it very touching.

Apart from the fact that this lady is a nurse, she has trained as a nurse and presently she is a nurse at this Boom Rung Grad International Hospital at Bangkok. And she has also been presently she is volunteer assistant at Help the Aged charity shop located at this address. So, we feel that this is a CV of a young person who is trained in this very important and touching and very humanitarian job of a nurse.

So, to come back to the solutions worked upon by Mr. Kaustab Sen Gupto, then there is this reference section, and there are these two persons who are reference referees for her CV. So, if we have anything more for correction, we can do the paper folding later on. Anybody has to show anything more for correction reaction? Yeah Akshay Ankur, what are you so seriously doing?

Student: (Refer Time: 39:51).

Done? Ok, we have that all three activities. And that is the end of this class. I hope that you have liked this activity. And we have been able to give you enough time. This is my hope and prayer that I have been able to give you enough time in solving the three activities which we have in this lab class lecture number 23.

So, thank you for being with me, and God bless you always

Student: Thank you mam.

Thank you.