

Formal and Informal Email

How to Write an Effective CV

How to Write an Impressive Cover Letter

How to Succeed at Interviews

Outline

- Formal and Informal Email
- How to write an Effective CV
 - CV Format
 - What to Include in a CV
- How to write an Impressive Cover Letter
 - Cover Letter Format
 - What to Include in a Cover Letter
 - Use of Language in a Cover Letter
- CV Websites

正式email 樣本

<http://learnenglishteens.britishcouncil.org/skills/writing-skills-practice/more-formal-email>

Top Tips for writing

1. If you know the name of the person you're writing to, use *Mr* for a man and *Ms* for a woman.
2. Start by saying why you are writing or what you are responding to.
3. Use indirect questions such as *I would be grateful if you could ...* to ask for information politely.
4. Use words like *Firstly*, *Secondly* and *Finally* to order your points.
5. Use this standard phrase to finish a formal letter or email.
6. If you've begun the email with *Dear* and the name of the person, finish with *Yours sincerely*. If you have used *Dear Sir or Madam*, finish with *Yours faithfully*.

用 title + 姓

Dear Sir/Madam, Mr. Mrs. Prof. Dr.

To Whom It May Concern

Yours sincerely, Yours faithfully

用 I, we, he

Subject: English courses

Dear Ms Black,

I am writing in response to the advertisement I saw for your English school in 'World Teens Today' magazine. I am interested in doing one of your courses and I would be grateful if you could provide some further information.

Firstly, it says in the advertisement that the courses are two weeks long. Would it be possible to do a three-week course? I would also like to know how much your courses cost exactly.

Secondly, your advert mentions accommodation with host families. Could you tell me if I would be staying on my own with the host family or if there would be other students staying there as well?

Finally, I have a question about the social programme. Would you mind sending me more details about this? I am very keen on sport and I would like to know if there are any sports activities included in the social programme.

I look forward to hearing from you.

Yours sincerely,

Lili Song

非正式 email 樣本

<http://learnenglishteens.britishcouncil.org/skills/writing-skills-practice/informal-email>

To: Chris Stewart
Subject: Re: Coming to Glasgow

Hi Chris,

Thanks for your email. It's great to hear from you. I can't wait to come and visit!

So, about Friday ... I'd love to see your friend's band! What kind of music do they play? I'm thinking of starting my own band so it'll be good to meet your friends and ask them about it.

On Saturday, I'd prefer to go on the boat trip on the river. I'm not really a football fan to be honest. The boat trip sounds much more chilled out!

So, you're learning Italian? I'm impressed! Why don't you try and find an Italian to practise speaking with? If you find someone who's learning English, you could do a language exchange. It's the best way to learn. You should try to read some books in Italian as well.

You asked about my skateboard. I'm sorry but I can't bring it with me to Scotland. I've got loads of stuff and it's too big to fit in my suitcase.

I'm really looking forward to seeing you!

Best wishes,

Sira

Top Tips for writing

1. Use formulaic expressions to start and finish your email.
2. Use 'I'd prefer' + infinitive to say which option you want to do.
3. Use informal words and expressions.
4. Respond to your friend's email in a friendly, chatty style.
5. Use a variety of structures for giving advice.
6. Don't forget to respond to all the points in your friend's email.

Hi, Dear all, Hello, Dear + first name

Best Wishes, Warm Regards, Lots of Love

用 you

Chilled out!

Loads of stuff

是非正式英語

Curriculum Vitae

- A short document that describes your education, work experience, etc. (Latin, course of (one's) life)

Create a **unique** CV for every job you apply for.

Every CV you send to a potential employee should be **tailored to that role** so don't be lazy and hope that a general CV will work because it won't.

CV Format

- Your CV should be two pages of A4 paper (use A4 envelop to post, PDF online).
- A good CV is clear, concise and makes every point necessary.
- CV hotspot – the upper middle area of the first page (important information)
- Headings should be bold so that they stand out.
- Use line spaces and bullet points.
- The body of your CV should be between 10 and 12 point font, and your headings between 14 and 18 points.
- Keep your page margins around 2.5cm
- The font should be consistent throughout: Use a standard font : Arial, Calibri, Georgia, Tahoma or Verdan. One font style is enough.

What should a CV Include?

- Contact details
- Education and Qualifications
- Work Experience
- Skills and achievements
- Interests and Activities
- References

What should a CV Include?

- **Contact details**

Your name at the top in bold, address, an email address and telephone.

- **Education and Qualifications**

The name of the institution and the dates

Organise your education in reverse chronological order.

Your most impressive and recent achievements first.

- **Work Experience**

The name of the organisation, your job titles and dates

Describe your duties, your achievements

To make your most relevant experience stand out. (過去工作經驗應與目前申請工作相關)

- **Additional Work Experience**

Key Skills

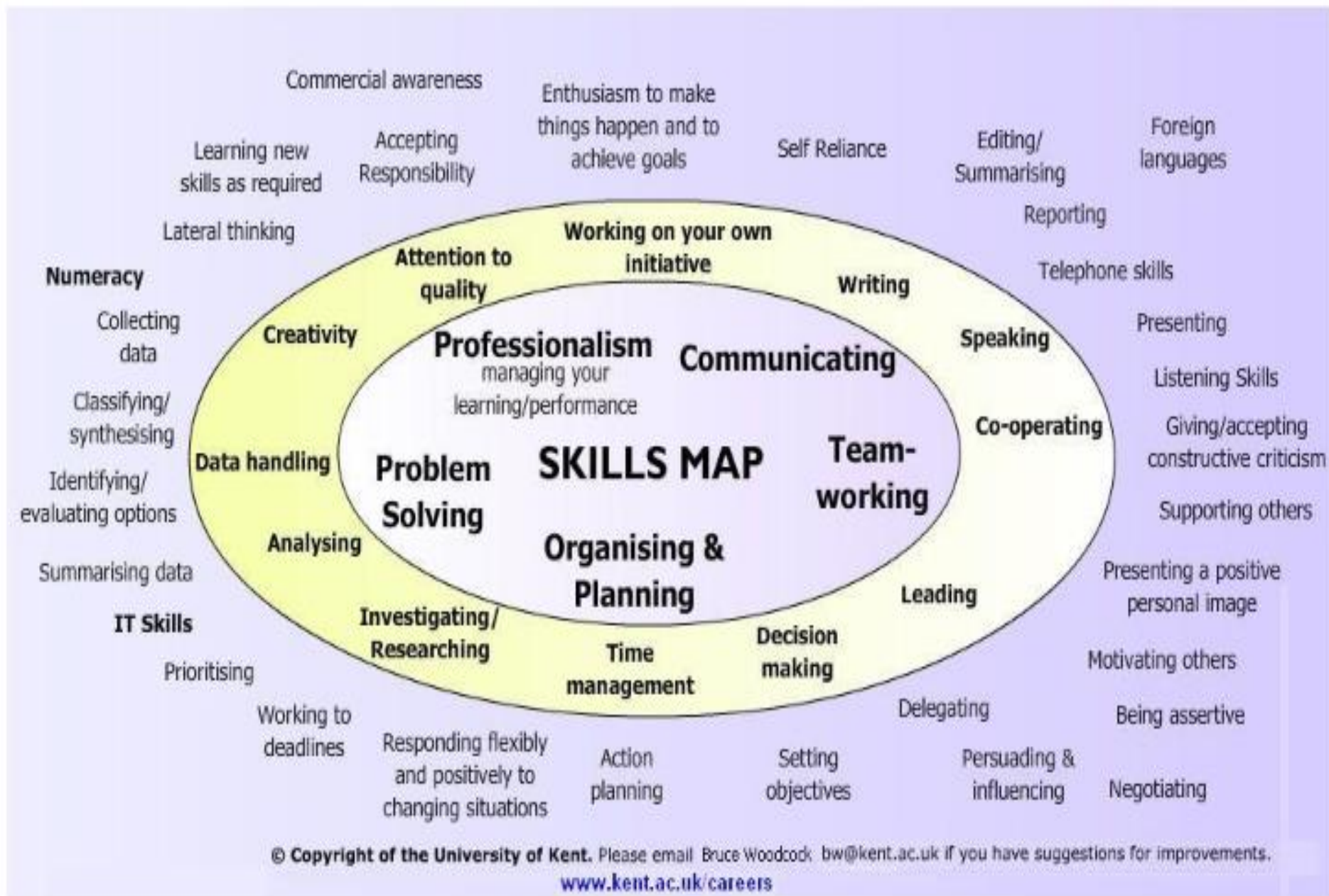
- Communication
- Teamwork
- Organisation and time management
- Problem solving
- Motivation
- Leadership
- Creativity, flexibility and openness to change
- Confidence /assertiveness
- Interpersonal, intercultural and global awareness
- Information and IT literacy

What are the top transferable skills?

Here are 10 examples of the most sought-after transferable skills:

1. Teamwork
2. Leadership
3. Planning
4. Time-management
5. Delegation
6. Computer
7. Written communication
8. Verbal communication
9. Analytics
10. Research

<https://www.cv-library.ie/career-advice/cv/top-transferable-skills-include-cv/>



資料來源：Skills Map <https://www.kent.ac.uk/careers/sk/skillsmap.htm>

Interests and Activities

- Interests can provide a more rounded picture of you.
- Provide short descriptions of different leisure interests (use bullets).
- Don't include **passive interests** like watching TV, reading, listening to music, playing computer game? etc.
- **Solitary hobbies can be perceived as lacking in people skills.**
- Make yourself sound really interesting.

Examples of good interests and hobbies

- Endurance sports
- Team sports
- Art
- Volunteer works
- Travel
- Blogging / video production
- Foreign languages
- Gaming (problem solving and remote collaboration ability)
- Music
- Club membership

✓ **When to include interests and/or hobbies:**

- Your hobbies and interests relate to the company and/or position
- Including a hobby allows you to showcase skills relevant to the role
- The organization prompts you to include this information
- Your education and work experience don't fill a one-page resume
- You know the company values personalized applications

✗ **Don't list hobbies or interests if:**

- Your hobby or interest hints at antisocial or alienating behavior
- Participation in the hobby may be considered dangerous or violent
- You know the hobby or interest conflicts with a company's culture or values
- Your hobby or interest may be seen as inappropriate or discriminatory
- Listing a hobby or interest divulges personal information such as political or religious affiliations

References

- Include the referee's name, relationship to you and full contact details on your CV.
- Try to include **one academic referee** (such as a teacher or tutor) and **one work related**.
- Choose someone who can comment on your attitude and personality, known as a **character reference**.

Nicholas Michael Keane

Address: 123 Anyside View, Sheffield, S10 1XZ

E-mail: nmicoxxx@xxxx.ac.uk

Tel: 0114 123 4567

Academic qualifications

MBioSci Zoology at the University of Sheffield, Sept 2014 – present

- Averaging a 1st class degree qualification for modules taken so far.
- Fourth year research project and dissertation in the Evolutionary and Ecological Entomology Research Group supervised by Dr Neils Schulte, investigating the impact of insect anti-microbial peptides on bacterial mutation rates. Training in research skills including scientific writing, writing funding applications and advanced statistical analysis.
- Third year research project "The effect of gender and copulation on the level of immune response in the mealworm beetle *Tenebrio molitor*". Supervisor Professor Ramvilas Kala. Project mark 75.
- Third year dissertation "Mechanisms generating gender bias in the parasitism of vertebrates". Supervisor Dr Liz Morgan. Dissertation mark 72.

Saint Martins, Gloucester, Sept 2006 – June 2013

- A-Level Biology (A), Psychology (A), Geography (B), and General Studies (B)
- AS level Chemistry (A)
- 10 GCSEs grades A* - B including Mathematics, Science and English

Research experience

University of Sheffield Evolutionary and Ecological Entomology Research Group, June - Sept 2017

Awarded a Wellcome Trust undergraduate research summer studentship jointly supervised by Dr Susan Willis and Professor Ramvilas Kala. Investigated temporal variation and specificity in the production of anti-microbial peptides following an immune challenge in insects. Continued to be involved in this project and will be co-author on a publication currently in preparation.

University of Sheffield Ecotoxicology Research Group, June – Sept 2016

Summer Research Assistant supervised by Professor Charlotte Meyers. Working on a long term study jointly funded by the Highways Agency and the Environment Agency investigating the impact of contaminated particulate matter discharged from carriageway surfaces upon receiving surface waters. Involved setting up *in situ* bioassay and sediment toxicity tests to assess the ecological significance of sediment contaminants, collection and sorting of freshwater invertebrate samples, and preparation of sediment samples for chemical analysis.

Research skills

Laboratory Work

- Bacterial culturing including sterile techniques and making of media for bacteria culture.
- Performing immune challenges on insects and immune response assays including: measuring the encapsulation response; zone of bacterial inhibition tests; and Malpighian tubule function assay.
- Insect dissection.
- Morphological measurements of insects.
- Maintenance of insect cultures.

- My fourth year project will also give me the opportunity to learn more practical techniques such as mutation rate assays.

Field Work

- Collection and preparation of sediment samples for chemical analysis.
- Measuring and recording of river properties including flow rates, sediment load, pH, oxygen content, and temperature.
- The use of surber samplers to analyse benthic stream organisms.
- Setting up and monitoring of *in situ* feeding assays with fresh water invertebrates as a short-term sublethal biomonitor of water quality.
- A range of practical work with the Sheffield University Conservation volunteers including plant surveys, habitat management and helping to set up education programs.

Other experience and positions of responsibility

- Vice Chair of the University of Sheffield Conservation Volunteers, Sept 2017 – present
Responsibilities include organising practical conservation tasks with groups such as Yorkshire Wildlife Trust, The Peak District Rangers and community projects such as FarmYard.
- Student Representative, University of Sheffield, Nov 2016 – present. Attend department open days, guiding prospective students around the University and answering parents' questions. Assisting with interviews for prospective students, co-ordinating departmental introductions and ensuring individuals attend interview on time.
- Intermittent bar work for Whitbread Brewery, Oct 2015 – present. Working as part of a small team in a busy bar, serving customers and dealing with any complaints which arose.
- GAP year, Sept 2013 – Aug 2014
- Teaching English and Biology at Science College, Malaysia (six months). Planning and teaching lessons, designing extra tuition for individual students and organising extra-curricular activities such as mini sports tournaments and quiz evenings for up to 60 students.
- Deputy Manager at Real Living, Gloucester (six months). Organising staff rotas, monitoring stock, balancing finances and managing daily operations in the Manager's absence.

Additional skills

- Full British driving licence
- PADI advanced qualified scuba diver

References

Fourth Year Supervisor:

Dr Neils Schulte Email: nschulte@sheffield.ac.uk Tel: 0114 222 0000

Third Year Project and Wellcome Trust Summer Studentship Supervisor:

Professor Ramvilas Kala Email: rkala@sheffield.ac.uk Tel: 0114 222 0000

Supervisor of Summer Work in Ecotoxicology Research Group:

Professor Charlotte Meyers Email: cmeyers@sheffield.ac.uk Tel: 0114 222 0000

Address for all of the above:

Department of Animal & Plant Sciences, University of Sheffield, S10 2TN

Social Media Profile

(Your Digital Footprint)

- Professional profile online: LinkedIn, 'Facebook for professionals', Twitter, Behance, Blog, Vlog, Google+
- Your CV and social media profiles are **living documents** so try to keep them **up-to-date**.

Tailoring, Keywords and ATS

- It's perfectly acceptable to keep a generic copy of your CV for your own records, but if you're applying for a job, **it must be tailored to the role**. Not only will this show employers why you're a **match**, but it will help your application beat the **ATS robots** too.
- ATS – Applicant Tracking System ('Resume Robot')

You just have to remember that most ATS algorithms won't read your CV if it includes:

- Graphics or symbols of any kind, except for simple bullet points (like this one)
- Lots of different fonts (styles, sizes or colours).
- Tables (use tabs instead)
- delete photos to avoid discrimination based on age, race, sex, or hair colour

Keywords and ATS

- Key word search
- Target titles – use standard titles
- Concrete skills
- Specific, highly relevant achievements
- Optimising your keywords
- Try to make your qualifications relate to the specific job.
- Beat the **ATS** (Applicant Tracking System) **robots** ('Resume Robot')

Six ways to ensure your CV beats the ATS robots



Victoria McLean 1 Sep 2019 CVs



The most dispiriting aspect of job-hunting for many people is the stream of standardised rejection emails. These often appear arbitrary, as if no one has actually bothered reading your CV.

That's probably because they haven't.

In fact, [Applicant Tracking Systems \(ATS\)](#), or 'Resume Robots' as they're disparagingly called, now reject up to 75% of CVs before they even get to a human.

<https://www.cv-library.co.uk/career-advice/cv/six-ways-ensure-cv-beats-ats-robots/>

CV Mistakes

- Poor formatting
- Failing to tailor your application
- Spelling errors
- Lying
- Lack of evidence
- Not explaining 'why'

Rating my CV

- Does it have an immediate, positive visual impact?
- Is the language clear, and free of spelling and grammatical errors?
- Is the CV an appropriate length?
- Is it relevant to the particular job or course?
- Does it highlight and provide evidence of your relevant skills?
- Does it stress your achievements?
- Does it emphasise what you have to offer?
- Does it provide an insight into your personality?

The Top Ten Words to Make a Good Impression in your CV

- Achievement
- Active
- Developed
- Evidence
- Experience
- Impact
- Individual
- Involved
- Planning
- Transferable skills

The Top Ten Words to Make a Poor Impression in your CV

- Always
- Awful
- Bad
- Fault
- Hate
- Mistake
- Never
- Nothing
- Panic
- Problems



https://www.cv-library.co.uk/career-advice/cv/how-to-write-a-cv-tips/



[Search Jobs](#) [CV Builder](#) [Courses](#) [Job Alerts](#) [Career Advice](#) [Company A-Z](#)



[Login](#)

[Register](#)

[Recruiting?](#)

Keywords e.g. Sales Executive

Location e.g. postcode or town

[Find jobs](#)

[Career Advice](#) > [CVs](#) > [How to write a CV: Tips and examples](#)

[Home](#) [Getting Started](#) [CVs](#) [Cover Letters](#) [Interviews](#) [Work Life](#) [Career Development](#) [Graduates](#) [Apprenticeships](#) [COVID-19 Advice](#)

How to write a CV: Tips and examples



Content team 3 Jan 2023 [CVs](#)



To write a good CV you must first make sure you know what your goals are. You need to write your CV with a specific job in mind. The right CV will get you an interview quickly, while a badly written CV may mean you won't even get a rejection.

[Related](#)

[Recent](#)



7 tips for writing the experience section of your CV



How to Write an Impressive Cover Letter

What is a cover letter?

- A document sent alongside your CV when applying for jobs or applications
- Cover letters should complement your CV but not duplicate it.
- Length of these documents: three to five paragraphs, not exceed one A4 page

What should a Cover Letter Include?

- **Address detail** (Use the formal layout of a business letter.)
- **Contact detail** (Address to a named individual rather than 'Dear Sir / Madam').
- **Short introduction** (Explain what the letter is about).
- **Why you are a good candidate.**
- **Why** this job / study / research and why this employer / institution
- **End with positive conclusion.**
- **Signature:** Dear Mr. Walker - Yours sincerely; Dear Sir/Madam
- Yours faithfully

Ms T F Jones
Calton Mental Health Foundation
50 Burngreave Road
Halifax HX1 1UJ

1 Gorse Road
Manchester M14 8AA

15 September 2017

Dear Ms Jones

Re: Post of Advice Worker (Mental Health)

I am writing to apply for the post of Advice Worker as advertised in the Yorkshire Evening Post on 11 September and enclose my CV for your consideration.

There are a variety of reasons why I am keen to work for Calton Mental Health Foundation (CMHF) and believe that I have a great deal to offer as a candidate. The post of Advice Worker appears to offer the opportunity to specialise in advising clients with severe and enduring mental illness. The needs of this group are often overlooked so I am particularly interested in your plans for developing outreach activities to help overcome the reluctance of this group of clients to engage with advice services. Having researched your website I am also impressed by the many new initiatives which have been developed by CMHF and the support offered to your employees in terms of continuing professional development.

You will see from my CV that I worked for three months as a Volunteer Information Assistant with Manchester MIND. I volunteered originally because I had developed an interest in mental health as a result of studying psychology and was considering a career in clinical psychology or psychiatric nursing. However, my experience with MIND convinced me that advice work would be my ideal career. The job involved providing information to clients and their carers, in person and by telephone, on a variety of issues ranging from social security benefits and employment rights to drug interactions and the availability of complementary therapies. I enjoyed the intellectual challenge of having to assimilate a large amount of information very quickly and I gained a great deal of satisfaction from knowing that my work was of immediate and significant help to users of the service.

It is my understanding that providing advice by telephone, especially to carers, will be a major element of the job and my experience in a call centre and an employment agency has helped me to develop skills which are highly relevant to this aspect of the work. In particular, I have learned how to help clients to identify their needs and how to deal sensitively with clients who are anxious or upset.

My work with street children in Brazil involved gaining the trust of young people who were marginalised and beyond the reach of mainstream services and I feel that this skill will help me to make a useful contribution to your outreach project. In addition, working as part of a small and very busy team in a Leonard Cheshire home has improved my communication, teamworking and time-management skills as well as raising my awareness of the effect which long-term illness has on individuals and their families.

I hope that, on consideration of my application, you will be persuaded of my suitability for the post of Advice Worker and I look forward to hearing from you soon. If you need any further information, please do not hesitate to contact me.

Yours sincerely

Peter Wesley

Peter Wesley

How to write a cover letter?

- **First paragraph** – Why you are writing the letter.
- **Second paragraph** – Why you are suitable for the job, why you are interested in working for the company, what you can offer the organisation.
- **Third paragraph** – Highlight relevant experience and demonstrate how your skills match the specific requirements of the job description.
- **Last paragraph** – Reiterate your interest in the role and indicate your desire for a personal interview.

Tips for an effective cover letter

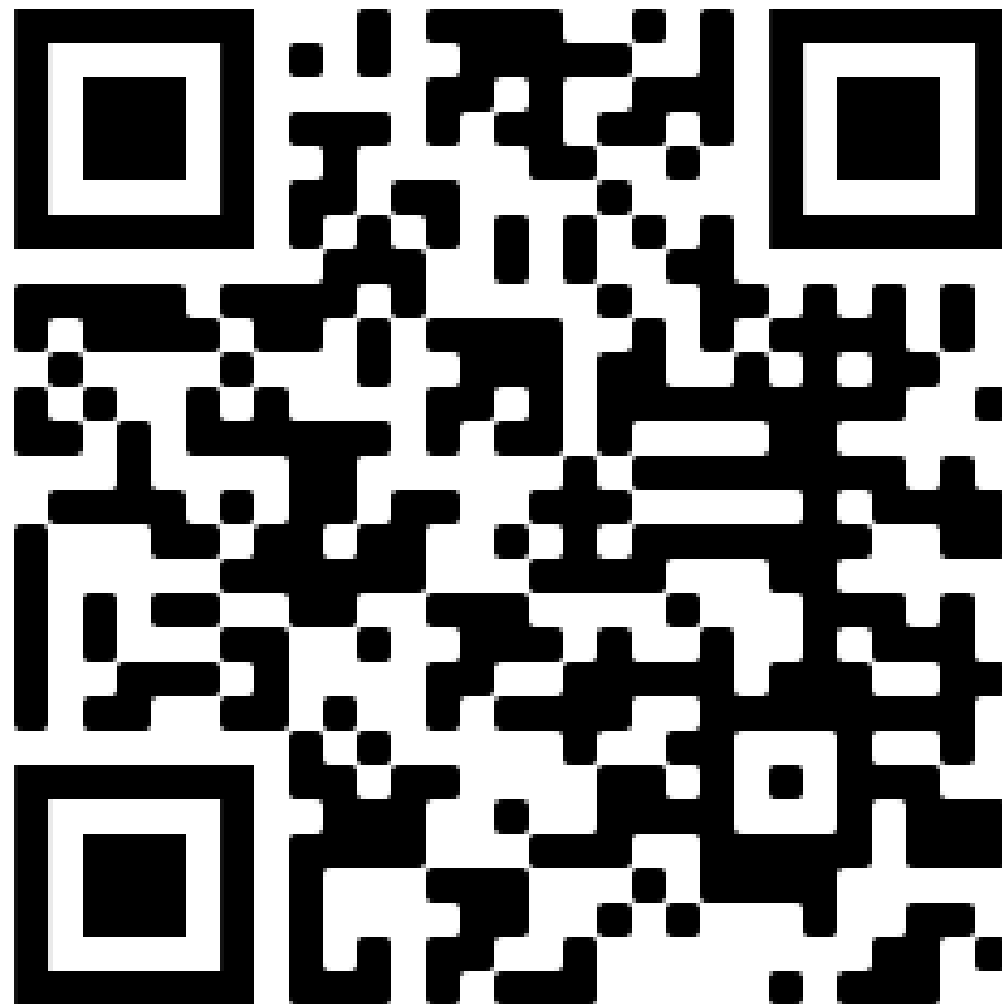
- Do your research.
- Tailor it to the job.
- Keep it professional and formal.
- Identify your USPs – unique selling points (be positive).
- Provide real evidence or examples to show your skills and experience.
- Write an email in the shape of a cover letter.
- Write to a named person or use general salutation : Dear Sir/Madam, Dear Hiring manager, Dear Human resources director

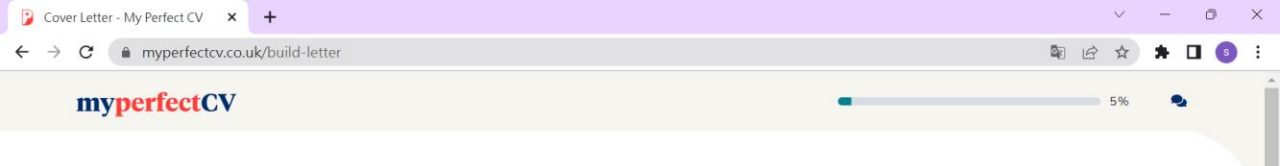
Tips for an effective cover letter

- Keep it short.
- Write in clear and concise English.
- Give evidence for all your claims.
- Be enthusiastic and interested.
- Try to limit the number of sentences beginning with 'I'.
- Don't repeat your whole CV.
- Don't list.
- Check your spelling and grammar.

My Perfect CV

<https://www.mypertectcv.co.uk/cv>





myperfectCV

What's the title of the job that you're applying for?



TERMS & C

DESIRED POSITION

Research Assistant

DESIRED COMPANY

Ace Technology

Choose your top 3 skills for the Research Assistant position

We'll apply these to your letter, or you can add your own later.

Literature review +

Experimental design +

Data analysis +

Data collection +

Lab safety +

Clinical research +

Lab operation +

Show more ▾

← Back

Continue

Choose your top 3 strengths

Showing how you're unique helps you stand out from the competition.

Personal effectiveness +

Self awareness +

Agility +

Ability to learn and grow +

Resilience +

Communication +

Negotiation +

Show more ▾

Choose your top 3 strengths

Showing how you're unique helps you stand out from the competition.

Self awareness ✓

Communication ✓

Interpersonal awareness ✓

Personal effectiveness +

Agility +

Ability to learn and grow +

Resilience +

Negotiation +

Influence +

Collaboration skills +

Show more ▾

How long have you been working?

Include relevant internships, voluntary work and unpaid jobs.

Less than one

1

2

3

4

5

6

7

8

9

10+

What's your most recent job title?

This is usually the first thing that employers will want to know.

JOB TITLE

Customer Service Representative

Do you have a gap in employment that you'd like to explain in your letter?

It's ok if you have. We'll help explain it.

Yes

No

How would you describe your working style?

We'll use this to personalize the tone of your letter.

ARTISTIC

You thrive in dynamic environments driven by innovation and creativity.

ENTERPRISING

You're accustomed to leading teams with empowering and decisive task delegation.

INVESTIGATIVE

You bring a resourceful approach with a knack for problem solving.

ORGANISED

You bring structure and focus to streamline tasks.

PRACTICAL

You go above and beyond to meet goals and ensure timely tasks completion.

SERVICE ORIENTED

You excel in collaborative situations and enjoy helping others.

A Spell check

Yours sincerely,
shu hua chou

Finish letter

Service oriented



[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Research Institution/Organization]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my keen interest in the Research Assistant position at [Research Institution/Organization], as advertised on [source of advertisement]. With a strong academic background and a genuine passion for [your field of research], I am confident in my ability to contribute to your ongoing research projects and make a meaningful impact on your team.

I recently completed my [Degree] in [Field of Study] from [University Name], where I acquired a solid foundation in research methodologies, data analysis, and critical thinking. My coursework, which encompassed [relevant courses or specialized areas of study], has equipped me with the necessary skills to navigate complex research tasks and contribute effectively to various stages of the research process.

During my time as a Research Assistant at [Research Institution/Organization], I had the opportunity to collaborate with a diverse team of researchers on [mention specific projects or research areas]. This experience allowed me to develop strong data collection and analysis skills, as well as the ability to interpret and present research findings effectively. I am adept at using [statistical software/tools] and have experience in synthesizing large datasets to extract meaningful insights.

In addition to my research experience, I possess excellent communication skills, both written and verbal, which are vital for effectively conveying research findings to various audiences. I am meticulous, detail-oriented, and proficient in organizing and managing complex research data sets. Furthermore, my ability to work collaboratively in a team environment, coupled with my strong problem-solving skills, enables me to contribute to the success of research projects.

I am highly motivated to continue expanding my knowledge and skills in [your field of research], and I am excited about the opportunity to contribute to the innovative research being conducted at [Research Institution/Organization]. I am confident that my dedication, attention to detail, and passion for research will make me a valuable asset to your team.

I would welcome the opportunity to discuss my qualifications and how I can contribute to your research efforts in more detail. Thank you for considering my application. I have attached my resume for your review, and I look forward to the possibility of an interview.

Sincerely,

[Your Name]

Regenerate response



<https://www.careers.manchester.ac.uk/applicationsinterviews/cv/>



Careers Service

Search the site

Which career Jobs / experience Applications / interviews International Help / advice
Events CareerConnect

< Careers Service

< Applications / interviews

✓ CV advice and support

CV advice: students

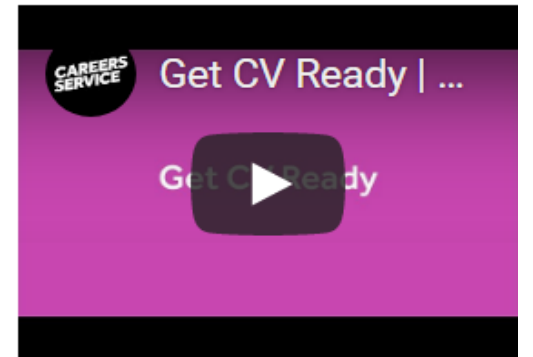
CV advice: graduates

CV advice and support

You may need to use a CV to apply for jobs, internships, placements, postgraduate study or even funding or other opportunities. The basic principles are always the same, If you understand what the reader is looking for in your CV and how it will be assessed then you stand a better chance of success.

Find out more about how to understand

...



< Careers Service

< Applications / interviews

✓ CV advice and support

CV advice: students

CV advice: graduates

CareerSet CV checker

CV FAQs

Active language

Example CVs

Using LinkedIn

CVs for different purposes and examples

Use these examples and tips to see how you can tailor your CV for the job you are applying for. Think about how the different layouts, language and examples of experience given contribute to the overall effectiveness of the CV.

One page or resumé style CV

There are some institutions e.g. Investment banks who may ask you to produce a one page CV. (Always check the application instructions).

- Be concise with your academic experience.
- Focus more on any relevant work experience you may have had (eg internships or work shadowing).
- Include any achievements and key skills (eg languages/ IT) you may have had.
- Personal interests and hobbies are also good to include.
- Competition for positions is fierce in investment banking, so it's important that when a recruiter receives your CV, they get a clear synopsis of who you are and what makes you suitable for their firm.
- If you are using a one page CV this will normally require a longer covering letter.

> [Investment Banking CV example](#)

< Careers Service

< Applications / interviews

✓ CV advice and support

CV advice: students

CV advice: graduates

CareerSet CV checker

CV FAQs

Active language

Example CVs

Using LinkedIn

Using active language

When writing CVs and applications be specific: Avoid using too many general descriptive words e.g. various, some, many, lots, several. Instead quantify your achievements: if you met a target give the numbers; if you delivered presentations say how many; if you raised money say how much.

How to use active language

For most impact use words carefully and in context. Quantify your examples too. For example:

- Resourceful geography graduate with 6 months' work experience in transport consultancy.
- Led a team of five students in a design project for which we were awarded a first class mark.
- Successfully negotiated a discount with the venue for the Summer Ball, saving £400.
- Advised customers on relevant products for their needs utilising detailed technical knowledge.
- Volunteered to redraft a leaflet for the charity, which was then chosen for a regional campaign.

10 words to show... Your personal qualities

Enterprising; Adaptable; Resourceful; Proactive; Experienced; Practical; Versatile; Driven; Hard-working; Dependable

How you work with others

10 words to show... Your personal qualities

Enterprising; Adaptable; Resourceful; Proactive; Experienced; Practical; Versatile; Driven; Hard-working; Dependable

How you work with others

Volunteered; Collaborated; Supported; Facilitated; Participated; Assisted; Mentored; Motivated; Encouraged

You taking charge of others

Administered; Delegated; Supervised; Directed; Co-ordinated; Motivated; Led; Managed; Presided; Represented

How you made something better (don't forget to quantify!)

Improved; Increased; Streamlined; Saved; Delivered; Resolved; Transformed; Doubled; Edited; Refined

Your information/data handling skills

Analysed; Assessed; Evaluated; Reviewed; Researched; Interpreted; Discovered; Identified; Interviewed; Investigated

How you share information with others

Advised; Coached; Guided; Mentored; Organised; Demonstrated; Trained; Presented; Instructed; Recommended

How you take the initiative

Established; Initiated; Created; Designed; Developed; Devised; Introduced; Volunteered; Launched; Suggested

可利用字彙

Improved; Increased; Streamlined; Saved; Delivered; Resolved; Transformed; Doubled; Edited; Refined

Your information/data handling skills

Analysed; Assessed; Evaluated; Reviewed; Researched; Interpreted; Discovered; Identified; Interviewed; Investigated

How you share information with others

Advised; Coached; Guided; Mentored; Organised; Demonstrated; Trained; Presented; Instructed; Recommended

How you take the initiative

Established; Initiated; Created; Designed; Developed; Devised; Introduced; Volunteered; Launched; Suggested

Your organisation and planning skills

Arranged; Co-ordinated; Organised; Planned; Maintained; Prepared; Scheduled; Revised; Processed; Produced

Your effectiveness in persuading others

Negotiated; Mediated; Persuaded; Presented; Liaised; Encouraged; Promoted; Guided; Influenced; Interviewed

Your achievements and going the extra mile

Volunteered; Suggested; Recommended; Mastered; Nominated; Achieved; Awarded; Selected; Won; Attained

Use Assertive and Positive Language

- Use powerful words such as 'contributed', 'influenced', 'managed' and 'negotiated,' etc.
- Use Active Words.
- Use Power Words.

Use Active Words

- Accomplished
- Achieved
- Adapted
- Advised
- Analysed
- Co-ordinated
- Communication
- Completed
- Delivered
- Developed
- Enhanced
- Established
- Fulfilled
- Implemented
- Improved
- Influenced
- Let
- Maintained
- Negotiated
- Organised
- Participated
- Persuaded
- Planned
- Researched
- Resolved
- Team work
- trained

informal	formal	informal	formal
<i>seem</i>	<i>appear</i>	<i>whole</i>	<i>complete</i>
<i>climb</i>	<i>ascend</i>	<i>wrong</i>	<i>incorrect</i>
<i>help</i>	<i>assist</i>	<i>worse</i>	<i>Inferior</i>
<i>stop</i>	<i>cease</i>	<i>dim</i>	<i>Indistinct</i>
<i>begin</i>	<i>commence</i>	<i>enough</i>	<i>sufficient</i>
<i>use</i>	<i>consume</i>	<i>better</i>	<i>superior</i>
<i>shorten</i>	<i>decrease</i>	<i>clear</i>	<i>transparent</i>
<i>show</i>	<i>demonstrate</i>	<i>understanding</i>	<i>comprehension</i>
<i>go</i>	<i>depart</i>	<i>lack</i>	<i>deficiency</i>
<i>want</i>	<i>desire</i>	<i>chance</i>	<i>opportunity</i>
<i>ask</i>	<i>enquire</i>	<i>in charge</i>	<i>responsibility</i>
<i>end</i>	<i>finish</i>	<i>lucky</i>	<i>fortunate</i>
<i>tell</i>	<i>inform</i>	<i>sight</i>	<i>vision</i>
<i>get</i>	<i>obtain</i>	<i>in the end</i>	<i>finally</i>
<i>keep</i>	<i>preserve</i>	<i>at once</i>	<i>immediately</i>
<i>say no</i>	<i>reject</i>	<i>at first</i>	<i>initially</i>
<i>free</i>	<i>release</i>	<i>on and off</i>	<i>intermittently</i>
<i>mend</i>	<i>repair</i>	<i>mainly</i>	<i>principally</i>
<i>need</i>	<i>require</i>	<i>next</i>	<i>subsequently</i>
<i>live</i>	<i>reside</i>	<i>so</i>	<i>therefore</i>
<i>keep</i>	<i>retain</i>		

Use Power Words

Accelerated	Debated	Heading	Professional
Accomplished	Decided	Helped	Promoted
Achieved	Delivered	Implemented	Provided
Adapted	Designed	Improved	Represented
Advanced	Developed	Increased	Researched
Advised	Devised	Influenced	Resolved
Analysed	Effective	Informed	Responsible
Assessed	Empathised	Investigated	Significant
Challenged	Enhanced	Led	Specialised
Co-ordinated	Ensured	Maintained	Succeeded
Committed	Enterprising	Managed	Successfully
Communicated	Enthusiasm	Mediated	Team Working
Compiled	Established	Monitored	Tested
Completed	Exceeded	Motivated	Trained
Conducted	Excelled	Negotiated	Upgraded
Consistently	Extended	Persuaded	Utilised
Created	Fulfilled	Planned	Versatile

make

- build, construct, assemble, devise, produce, create, originate, invent

go

- advance, move, continue, progress, travel, proceed, depart

said

- told, stated, claimed, declared, mentioned, referred, remarked, announced, notified

do

- perform, finish, complete, enact, act, achieve, commit, execute

see

- notice, observe, perceive, distinguish, discover, detect, regard

lots

- many, numerous, plentiful, countless, various, abundant, profuse

WORDS TO USE INSTEAD OF “VERY”

✗ very noisy
✗ very often
✗ very old
✗ very old-fashioned
✗ very open
✗ very painful
✗ very pale
✗ very perfect
✗ very poor
✗ very powerful
✗ very pretty
✗ very quick
✗ very quiet
✗ very rainy
✗ very rich
✗ very sad
✗ very scared
✗ very scary
✗ very serious
✗ very sharp
✗ very shiny
✗ very short
✗ very shy
✗ very simple

✓ deafening
✓ frequently
✓ ancient
✓ archaic
✓ transparent
✓ excruciating
✓ ashen
✓ flawless
✓ destitute
✓ compelling
✓ beautiful
✓ rapid
✓ hushed
✓ pouring
✓ wealthy
✓ sorrowful
✓ petrified
✓ chilling
✓ grave
✓ keen
✓ gleaming
✓ brief
✓ timid
✓ basic

Old English

(c. 500 - c.1100)

- rise
- ask
- fast
- kingly
- holy
- fire

French

- mount
- question
- firm
- royal
- sacred
- flame

Latin

- ascend
- Interrogate
- secure
- regal
- consecrated
- conflagration

Formal English

- No contractions (it'll, there's)
- No idiomatic /colloquial words (stuff, gonna, kids)
- No informal adjectives (hard, easy, big)
- No idioms (informal and personal)
- No phrasal verbs (put off, look into)
- Informal verbs (get)
- No personal pronouns (I, we, in my opinion)
- No vague language (and so on... / etc.)

Informal English	Formal English
They did an experiment.	The experiment was carried out / performed .
You can find out all about the survey on page 7.	Details of the survey are to be found on page 7.
Safety officers are looking into the problem.	Safety officers are investigating the problem.
There were no big differences between the three different groups we tested.	No significant differences emerged between the three different groups tested .
This shows that ...	This demonstrates...

Informal English	Formal English
They seemed to fix the problem.	This appeared to rectify the problem.
Numbers are going up .	Numbers are increasing .
They put the plan into action .	The plan was implemented .
We do not think this is a good idea to do anything at the moment.	It is suggested that no action should be taken at this stage.
We think you should discuss the research findings at the next departmental meeting	It is recommended that the research findings are discussed at the next departmental meeting.

Formal and Informal English



https://www.youtube.com/watch?v=hdKYl8Tg_FQ

CV Websites

- <https://www.cv-library.co.uk/career-advice/cv/how-to-write-a-cv-tips/>
- <https://www.myperfectcv.co.uk/cv/formats>
- <https://www.careers.manchester.ac.uk/applicationsinterviews/cv/>

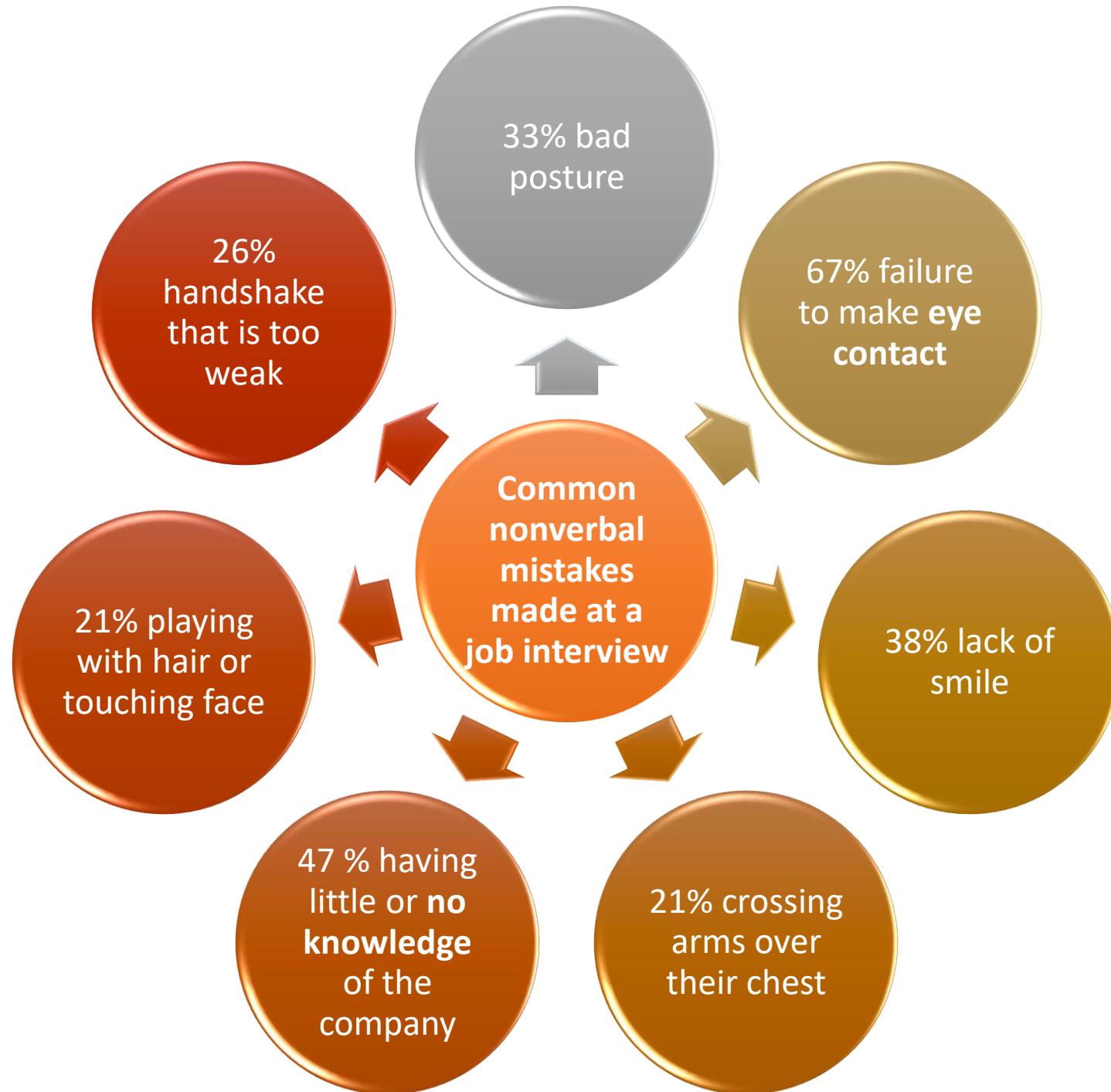
How to Succeed at Interviews

- Introduction – success and failure
- How to Answer Interview Questions
 - Be concise
 - Signpost language
 - STAR method
 - Mirror Technique
 - Google Docs voice typing
- How to speak English Clearly?
- Self-assessment



In a survey of 2000 bosses,
33% claimed that that they
know within the first **90**
seconds of an interview
whether they will hire
someone.






70% employers
claiming they don't
want applicants to
be fashionable or
trendy



65% of bosses said
clothes could be the
deciding factor
between two similar
candidates.



Clothes

Failure at Interview

- Trying to be all things to all people
- Inadequate research about a potential employer
- Not showing enough interest or enthusiasm
- Concentrating too much on what you want
- Lacking humour, warmth, or personality
- Over explaining why you lost your last job

Practicalities

- Take a copy of your application or CV.
- Read over your application and think about the questions that you might be asked.
- Try to find out about the format of the interview, how long it will last, and who will be interviewing you.
- If you are making a presentation, take a hard copy handouts.
- Aim to arrive at least fifteen minutes early.
- Decide what to wear beforehand and try it on for comfort .

Researching an organisation

- Try using the web, relevant journals and other media to find out the organisation's aims and values - what does it say in its 'mission statement'?
- How do they present themselves? What news have they been sharing?
- How will you fit in with its values? Can you identify its culture? Its clients / customers and competitors

How to answer interview questions

- Be precise and avoid unnecessary details.
- Speak in full sentences and highlight your answer and put it at the beginning.
- If you find yourself struggling to answer a question, do not be afraid to **repeat or reword their question**.
- Don't use slang or jargon and watch out for too many 'ers' and 'ums'.
- **Pauses** are usually fine, and can buy you a bit of thinking time (not too long).
- Practise speak slowly and clearly.
- Speak with confidence.
- **Mistakes you make will not be penalised.**

Tell me a little about yourself.

- Well, I was born in a small town, where I also went to school. I studied engineering at university and then. . . So, after I graduated. . .I mean, I did a master's degree first but then I worked for a small firm in my hometown for a few years, which was great fun.

1) Unnecessary details

2) Incomplete sentences

Tell me a little about yourself.

- I've always loved designing and building things, so I suppose it's natural that I became the engineer. I've worked in a variety of roles and companies, which I've learned a lot from, but now I'm ready for a new challenge.

1) Key features linked to engineering

2) Concise

Where do you see yourself five years from now?

- There are many things I could be doing. I'd like to have, you know, some sort of progress . . . What I mean is that I don't just want to be doing the same things I'm doing now. I like to be moving forward in my career, for example...Err...I definitely see myself in a better position than I am now.
- Rambling, wasting words, unclear and unnecessary details

Where do you see yourself five years from now?

I don't know exactly, but the most important thing is that I continue to learn and grow in my career. I'm the kind of person who needs new challenges to stay focused. I might even start my own business, because that's something I've always wanted to do at some point in my life.

- Concise, clean and focused answer
- Record your answer, listen and keep practising.
- 用手機錄音、錄影

How to answer interview questions

- Signpost language
- Star methods
- Mirroring
- Google docs voice typing

Signpost Language



How to answer interview questions: Signpost Language



Linking Words and Expressions

Using **transitional** words and phrases or **linking words** helps you to make yourself **understood** more easily, make **shorter** sentences and improve the **connections** and transitions between **thoughts**. It also helps if you can **structure** your ideas into a clear beginning, middle and end.

1. Positions in the text

Some linking words should only be used **within** a sentence.

and but so because then until such as

Other linking words should only be used **between** sentences.

Furthermore, Moreover, However, Nevertheless, Therefore,

Some linking words can be used to **conclude** your point.

In conclusion In that case providing that unless as long as

Let me sum up That covers what I wanted to say Feel free to ask any questions

I'd be glad to answer any questions Thanks for listening As I said earlier

2. Grammar of linking words

Linking devices are **neither** nouns, nor verbs.

- Some linking words must be followed by a clause (Subject + Verb + Object)

For example:

while why because although so whereas when

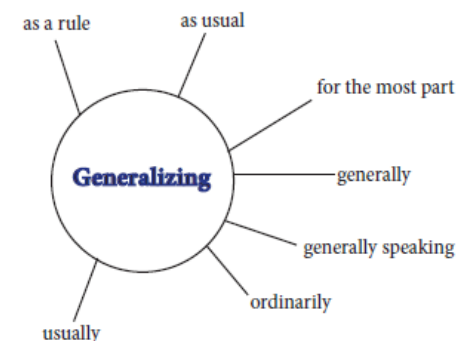
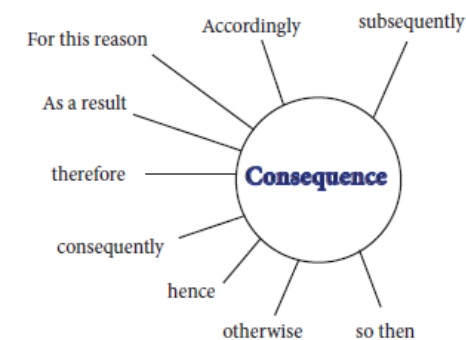
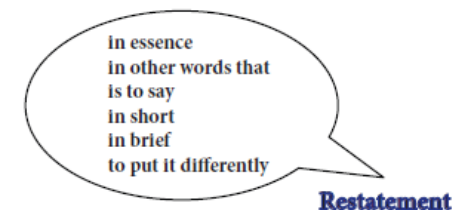
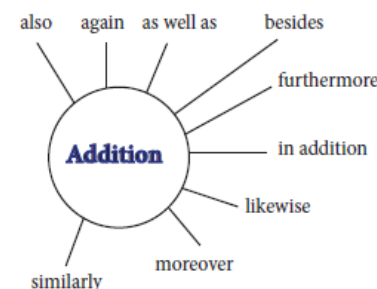
- Other linking words should be followed by a noun phrase (Linking word + (the) + Noun/Pronoun or gerund)

For example:

because of despite during in spite of



3. Uses of linking words & expressions



What is your leadership style?

- I'm quite a hands-off manager. If one of my team has a project, I'll keep an eye on things, but I don't need to be involved in every detail. I'm very approachable. I make sure my team know they can come to me with problems or questions at any time. I like to lead from the front. If everyone's working late to meet a deadline, I make sure I'm there with them.

What is your leadership style?

Using signpost language

- **First of all**, I'm quite a hands-off manager. **For instance**, if one of my team has a project, I'll keep an eye on things, but I don't need to be involved in every detail. I'm **also** very approachable, **in that** I make sure my team know they can come to me with problems or questions at any time. **Finally**, I like to lead from the front. **That means that** if everyone's working late to meet a deadline, I make sure I'm there with them.

What are your strengths and weaknesses?

- I'm very good at working with other people. In my last job, I always tried to encouraged my colleagues and create a good atmosphere. I suppose I can be a bit careless sometimes. I'm not the kind of person who focuses on details. I'm very clam, and I can keep a cool head in very stressful situations.

- Jumps around

What are your strengths and weaknesses?

Using signpost language

- **Firstly**, I'm very good at working with other people. **For example**, in my last job, I always tried to encouraged my colleagues and create a good atmosphere. **On the other hand**, I suppose I can be a bit careless sometimes, **because** I'm not the kind of person who focuses on details. **Coming back to strength**, I'm very calm, and I can keep a cool head in very stressful situations.

How to answer interview questions: STAR Method

As an interviewee, you are to promote your brand (THE BEST YOU). Share concrete examples of ways in which you have excelled in class and in the workplace using the STAR method:

- **Situation** - provide some brief details about the situation you were in
- **Task** - outline what your objective or purpose was during that situation
- **Action** - describe what you did in that situation and how you approached it.
- **Result** - state the outcome, for example: Were the objectives met? What did you learn/gain from being in that situation?
- If you follow these steps you will be a **star** at every interview!

Can you tell me about a time when you demonstrated excellent customer service?

- There was one time when a customer's order hadn't arrived, and we didn't know what happened to it. **The customer was very unhappy, and I had to try to solve the problem for him.** I arranged for a replacement to be sent, thinking we could find out what happened to the previous order later. In the end, the customer was happy that I could solve his problem quickly and simply.
- S **T** A R
- **STAR method 好處：可立刻回答，不離題。**

How to answer interview questions: STAR Method

Tell me about a mistake you've made. How did you handle it?

Situation: “I was working as an intern for an events company, and I was responsible for ordering the floral arrangements for a private event hosted by a high profile client. Unfortunately, I mixed up the information from another event, and the flowers were delivered to the wrong venue on the other side of town.

Task: I took this very seriously and knew I needed to find a solution quickly as we were working on a tight deadline.

Action: After considering a few different ways to resolve the issue. I admitted my mistake to my boss, informed them of my plan and why I thought it was the best course of action. I took an early lunch break, drove to the other venue, picked up the flowers and delivered them to the appropriate venue an hour before the event.

Result: The client never knew about my mix-up, and my boss was very grateful.”

How to answer interview questions: **STAR** **Method**

- **Situation:** “I was working as a retail manager at a department store during prom season. A customer purchased a dress online and had it delivered to the store. One of my associates accidentally put the dress out on the floor, where another customer immediately purchased it.
Task: I knew I needed to make this right for the customer to meet my own service level standards and to uphold the reputation of the company.
Action: Before calling the customer to let her know about the mistake, I located the same dress at another store location nearby. I ordered it to be pressed and delivered to her home the morning of prom, along with a gift card to thank her for her understanding.
Result: The customer was so thankful, she wrote us a five-star review on several review sites.”

Interview questions using STAR method

- Share an example of a time when you faced a difficult problem at work. How did you solve this problem?
- Have you ever had to make an unpopular decision? How did you handle it?
- Tell me about a mistake you've made. How did you handle it?
- Share an example of a time you had to make a difficult decision. What did you do?
- Describe a time when you had to deliver bad news. How did you do it?
- Share an example of a time when you failed. What did you learn from the experience?
- Tell me about a time when you had to persuade someone to do something.
- Describe a time when you had a conflict with a colleague / teacher. How did you handle it?

How to use the star-interview-response-technique



<https://www.indeed.com/career-advice/interviewing/how-to-use-the-star-interview-response-technique>

How to answer interview questions:

Mirroring key words and phrases

- Using some of the words and expressions as the person you're talking to.
- It keeps your answers focused and relevant.
- It shows the interviewer that you're listening and that you care about the questions.
- 重複對方的用字 (how do they describe themselves, adjectives used in advertising, etc.)，留下好印象。



How do you think **your values** fit with our **company culture**?

I think **my values** are a **good fit** for your **company culture** for two reasons.

Mirroring key words and phrases

Creativity, Innovation, Challenge

Creativity is very important to me, and I've always wanted to work in an environment where I can **innovate** and **find my own solutions to challenges**. I also feel that your company will **continue to evolve in the future**, and I like the idea of contributing to that development.

Mirroring key words and phrases

Commanding respect, Long history, Great communication skills,
Passion for helping others

I believe that great customer service starts with **good communication**, which is a strength of mine. I also think that in customer service, you need to care about what you're doing. **I care about helping others** and as such I believe you would find me to be a **respectful** and effective team member who can fit with the **established traditions** of your company.

面談該問與不該問的問題

- What sort of opportunities are there for me to gain relevant work experience whilst I am studying? (OK)
- I see on your website that you work with employees to develop individual training and development plans. Could you tell me more about what training and development I might expect to help me progress in the organisation? (good question)
- What is the main function of the department that I will be working in? (on the website)

面談該問與不該問的問題

- What salary, pension and other benefits may I expect to be offered by your organisation? (a valid question but wrong time to ask.)
- I read in the newspaper last week that you are expanding into Europe. Is the organisation expanding into any other markets? How might this affect its employees? (too in-depth)
- Would you mind if I briefly tell you about another of my achievements that I feel is relevant to the job / course, but which I haven't yet had chance to talk about?

How to speak English clearly: 說清楚可理解 (Intelligible) 的英語

- 字的輕重音(stressed and unstressed words)
- 連音 (linking words)
- 字尾 (word endings 名詞多數s、動詞字尾s, ed)
- 停頓 (pauses)
- 字群 (thought /sense groups)
- Rhythm and Intonation

Word stress (Intelligible) 字的重音

politics	political	politician
democracy	Democratic	democrat
intellect	intelligent	intellectual
photograph	photography	photographer
diplomacy	diplomatic	diplomat

Numbers: 13/30, 14/40, 15/50, 16/60, 17/70, 18/80, 19/90

字的尾音

act	end
blind	desk
help	box
bunch	old
print	field
expect	think
change	result

字的音節 Word syllables

com·pe·ti·tion
ex·pe·ri·ence
tech·nol·o·gy
sym·pa·thet·ic
ap·pli·ca·tion
en·ter·tain·ment
ri·dic·u·lous
in·ves·ti·ga·tion

Robert Louis Stevenson (1850-1894)
From a Railway Carriage

Faster than fairies, faster than witches,
Bridges and houses, hedges and ditches;
And charging along like troops in a battle,
All through the meadows the horses and cattle:
All of the sights of the hill and the plain
Fly as thick as driving rain;
And ever again, in the wink of an eye,
Painted stations whistle by.

Here is a child who clambers and scrambles,
All by himself and gathering brambles;
Here is a tramp who stands and gazes;
And there is the green for stringing the daisies!
Here is a cart run away in the road
Lumping along with man and load;
And here is a mill and there is a river:
Each a glimpse and gone for ever!

英語的節奏: 句子中的輕重音、字群、停頓

Sentence Stress: stressed and unstressed words in sentences

- I **want** to **say** / I **love** you / in a **song**./.
- The **Book** / is on the **table**.
- The **river** / is in front of the **house**.

Pauses (停頓) and Thought Groups

- Did you kill the chicken / in the kitchen?
Did you kill / the chicken in the kitchen?
- “The teacher,” / said the student, / “is stupid.”
The teacher said, / “the student is stupid.”
- Woman without her man is a beast.
Woman, / without her man, / is a beast.
Woman, / without her, / man is a beast.

跟讀讀出英語流利度的步驟



```
graph TD; A[跟讀讀出英語流利度的步驟] --> B[您可從網站選出有興趣的片段，跟讀的內容越多元越好(不同的文體、文類等)。]; B --> C[做跟讀練習(您讀出正確的句子、字的重音、句子有停頓有節奏)。]; C --> D[錄音、要聽自己的朗讀!];
```

您可從網站選出有興趣的片段，跟讀的內容越多元越好(不同的文體、文類等)。

做跟讀練習(您讀出正確的句子、字的重音、句子有停頓有節奏)。

錄音、要聽自己的朗讀!

要開口說



錄音



自己聽



自己改

Speak



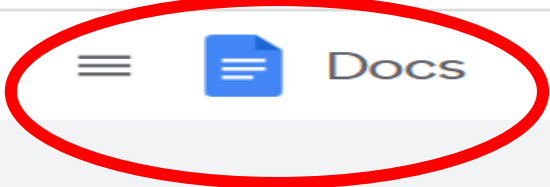
Record



Listen



Increased self-awareness
and detection
of weak
points



有gmail帳號的人都可使用。



點開文件

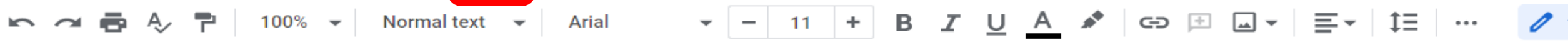
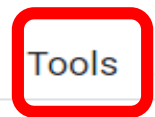
Recent documents

Owned by anyone ▼

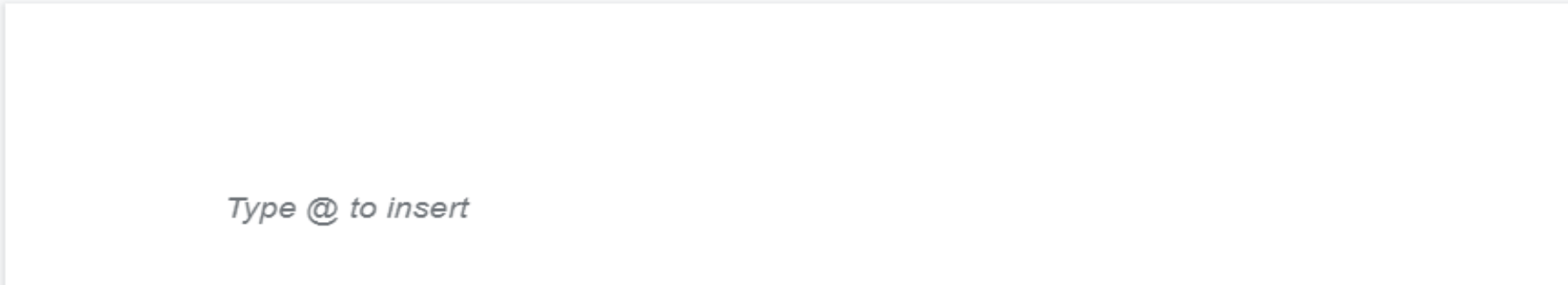
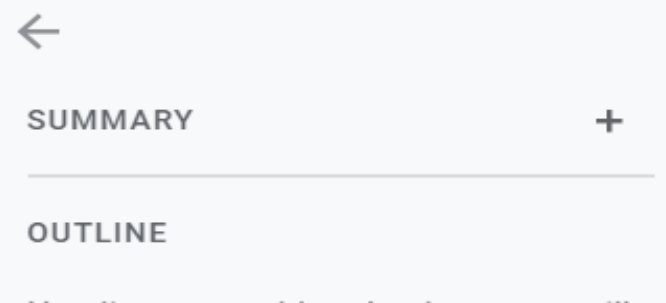


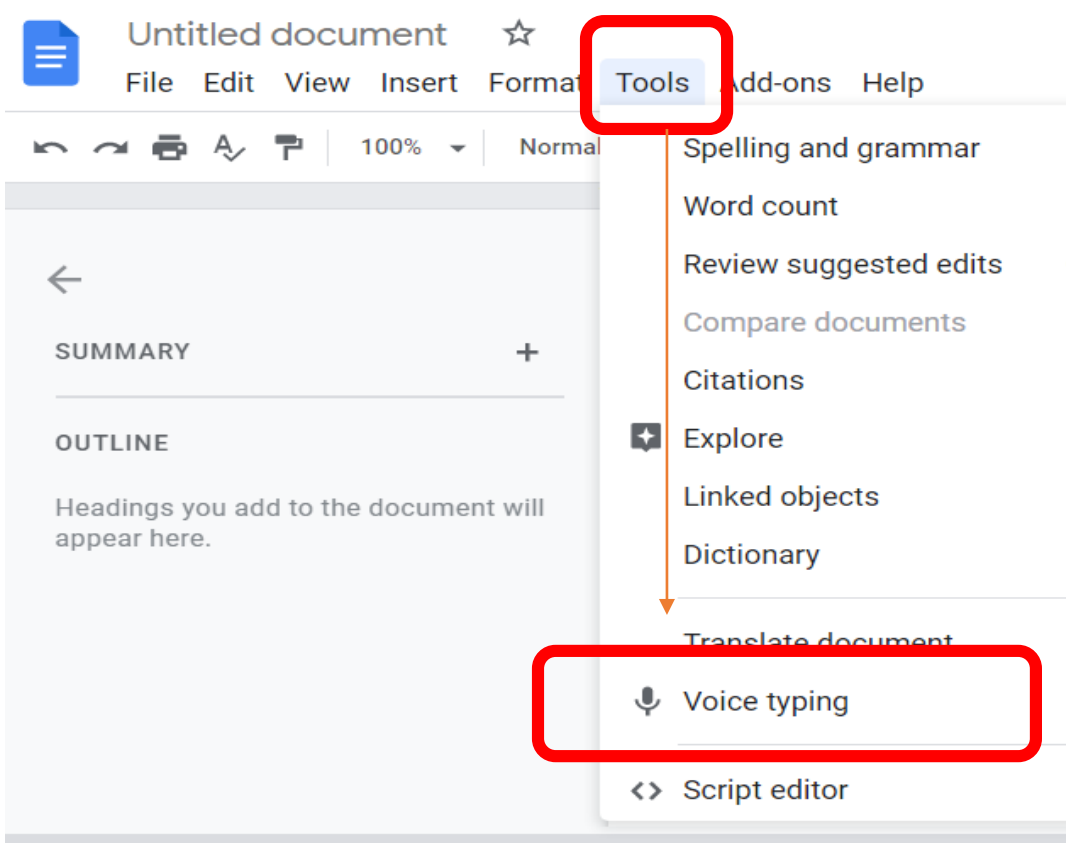
Untitled document ☆

File Edit View Insert Format Tools Add-ons Help

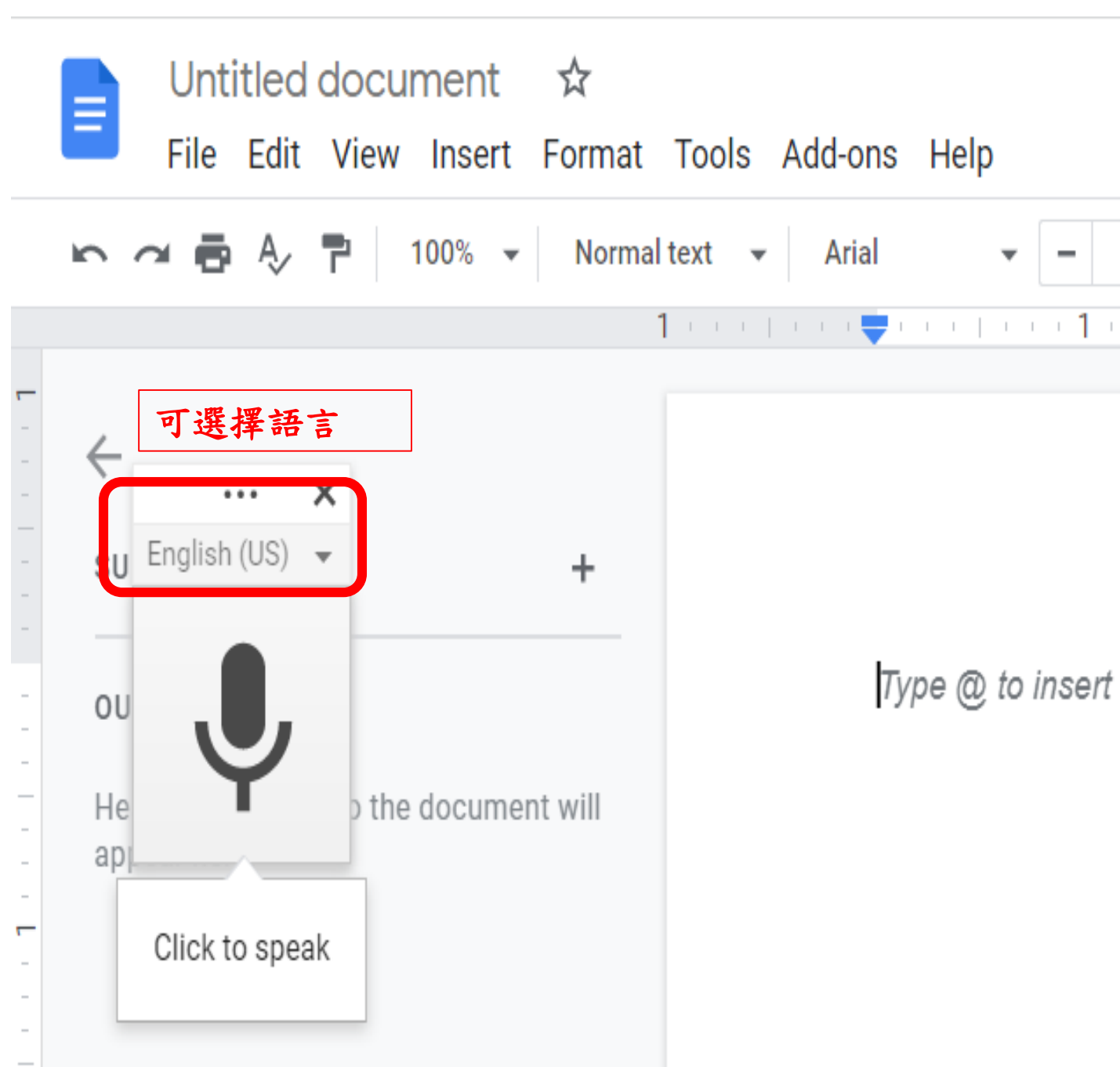


Tools 下拉選單 可看到 voice typing





點開 Voice typing 就會出現麥克風。黑色是沒有打開，打開就是紅色的，開始說話，右邊就會打出你說的英語。





100%

Normal text

Arial

**B***I*UA

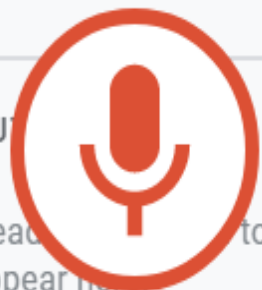
1 1 2 3 4 5 6



SUMMARY



OU

Head to the document will
appear

紅色表示麥克風有打開，
可以開始說話。

這是我說的: 對 yes, I do. 的回答不妥，只回答 yes.
Or no 顯得程度很低。

Do you like animals? yes I do.

Well yes I do like animals but I don't have any path because I live in a really small flat and I don't know I don't think it is fair to keep a pass in such a small place. I'm also only at home a few hours a day.

想了一想，我又多說了一些，這樣短話長說，看起來程度
比較高一點。哈哈。





100%

Normal text

Arial



11

**B***I*UA

1

what has happened here?

2

3

4

5

6



SUMMARY



OUT

Headings you add to the document will appear here.



Can you compare these 2 pictures what do you see? Before the city has lots of cars but does not have any grey green space, no no softer

Now there is a river there is a river in the city end the public transport air pollution

可以插入圖片，看圖說話。文字是我說的
的不成句的破英語，但是我可以修改。



Untitled document



File Edit View Insert Format Tools Add-ons Help Last edit was 2 hours ago



Share



100%

Normal text

Arial



11



English (UK)



Sorry, didn't hear that.

Check microphone

聽不到他也會
告訴你。不會
白做苦工。



Can you compare these 2 pictures what do you see
have any grey green space. no no softer
Now there is a river there is a river in the city end t

Dictionary

picture

pic·ture

/ˈpɪk(t)ʃər/

noun

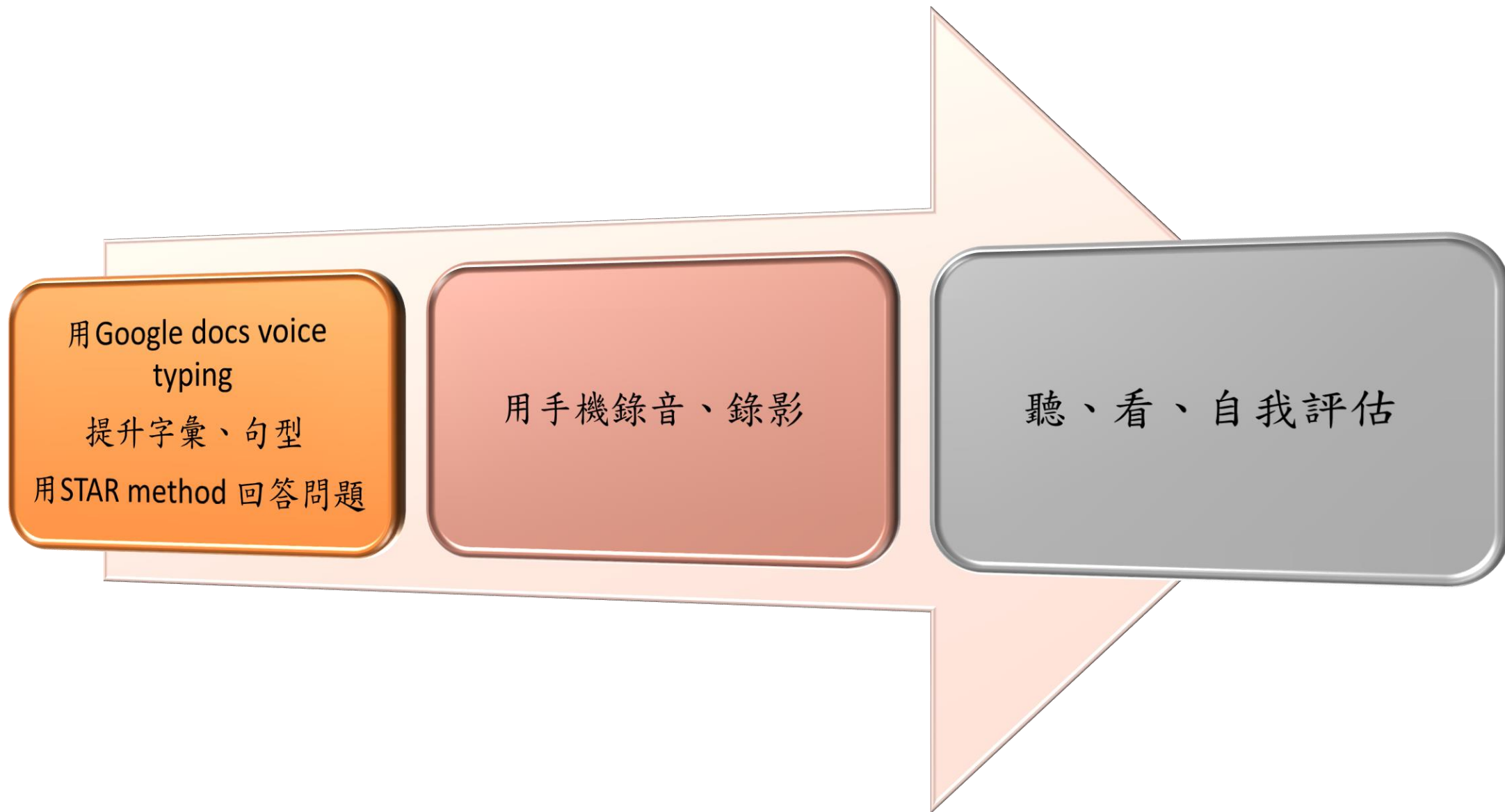
noun: picture plural noun: pictures

1. a painting or drawing.: "draw a picture of a tree".

synonyms: painting, drawing, sketch, print, canvas, delineation, cartoon, portrait, portrayal, illustration, artist's impression, artwork, depiction, likeness, representation, image, icon

可以利用
字典幫助
記憶學過
的單字。
重複使用，
就會有成
就感。

Interview 練習三步驟





1. What is your favorite way to relax after a long day?
2. If you could have any superpower, what would it be and why?
3. What is the most adventurous thing you've ever done?
4. If you could travel to any country in the world, where would you go and why?
5. What is the most challenging thing you have ever accomplished?
6. Do you prefer reading books or watching movies? Why?
7. If you could invite three famous people to a dinner party, who would you choose and why?
8. What is your favorite season of the year and why?
9. If you could learn any new skill or hobby, what would it be and why?
10. What is one thing on your bucket list that you haven't done yet but would like to do in the future?



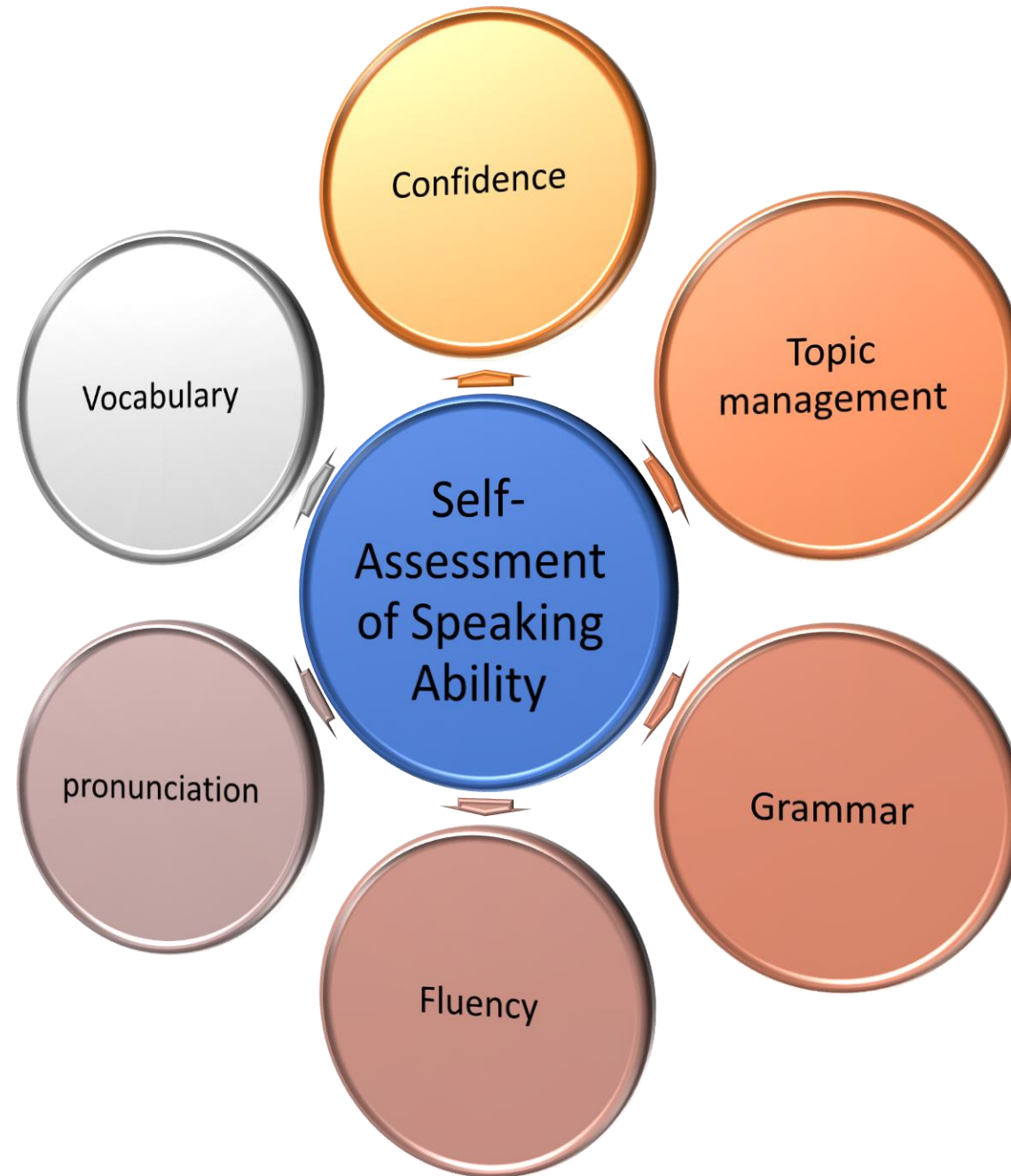
我請 ChatGPT 給十個練習口語的問題。

- 回答問題並用手机錄音
- 聽自己說的英語
- 自我評估：
 - 說完整的句子
 - 用字有變化
 - 越說越長
 - 流利度



1. Can you describe your experience in conducting research and providing assistance to researchers?
2. What strategies or methods do you use to locate relevant research materials and sources?
3. How do you ensure the accuracy and reliability of the information you provide to researchers?
4. Can you share an example of a challenging research project you assisted with and how you navigated the obstacles?
5. How do you stay updated with the latest developments in your field to effectively assist researchers?





結語：基本功：自己練習回答問題

- 用手機錄音、錄影，**聽**自己說的話！
- 基本功練好，英語面試就會輕鬆說出流利的英語。
 - 字的輕重音(stress and unstressed words)
 - 連音 (linking words)
 - 字尾 (word endings 名詞多數s、動詞字尾s, ed)
 - 停頓 (pauses)
 - 字群 (thought /sense groups)
 - Rhythm and Intonation
 - 句子完整 (開口說的越多，句型就越有變化)
 - 用字有變化 (開口說的越多，單字就越有變化)

結語：自我評估口語練習：自己的錄音，自己聽， 自己改！

- Verb Tenses 動詞時態可以自己改正。
- Noun-Verb Agreement 主詞動詞要一致
- Sentence structure 基本句型是主詞+動詞+受詞。可練習變化句型：用子句 (when, until, whatever 等 linking words (as, but, because 等等)。
- 說完整文法正確的句子 (grammatical sentences) 是非常重要的。一句話沒有說完，又開始另外一句，則會意思表達不清。
- 找不到合適的單字，可用同義字、或用句子解釋。
- 字要說清楚 (重音、音節)。不慌張、不需要快、停頓很重要。

結語：自主英語學習(使用)者

- ‘Good pronunciation’ is pronunciation that is **intelligible** to the listener.
- 用手機錄音，不看文字，能聽懂，就表示你說的英語是可以理解的。
- 請你的朋友聽，不看文字，他也聽得懂，就表示你說的英語他人可以理解。
- 說英語不需要複製(不存在的)母語人士的口音。
- **對自己的口音感到驕傲!**
- 靠廣泛聽讀恢復已擁有的字彙量。
- 開口說，不需要找人對話，手機是您最好的學習伴侶。
- 口語練習資源: 社科院圖書館字學資源
<http://web.lib.ntu.edu.tw/koolib/resource/speaking.html>

