

How to Actually Get a Job

Today let's talk about how to actually get a job. You need to be able to participate well in an interview because in most jobs, you will need to interact with colleagues and clients, not only face to face, but in telephone conversations, too. You will need to express yourself well and have excellent control of what you want to say it. These skills are needed more than ever in today's high-pressure world.

Each company where you have an interview will expect you to know something about the work they do and have intelligent questions and comments during the interview. And when they hire you, you'll be expected to complete multiple tasks, and be willing to move around and work in different areas of the company.

Of course, there are also certain technological skills that are expected of people today. Every situation is unique but let's take as an example a position in an office environment. This type of position requires basic to advanced knowledge of computer applications. You have to know how to write a simple but professional-looking letter, and you have to know how to put together a presentation in Microsoft PowerPoint with basic effects and organize data in a spreadsheet program. Advanced users should know how to create and organize a database. If you are looking for any type of administrative work, you can forget about the good old days of paper calendars, rolodexes, and file cabinets. Now, we have links to digital databases that store all the information that used to be kept on paper such as appointments, clients' records, and other important information. Many departments use spreadsheet programs to keep track of all transactions, costs, and profits. These programs are essential to an organization's survival as well as your career's survival.

Let's continue with our basic example of a typical job in an office. Now that you know about the skills necessary to be productive in the office of the twenty-first century, you must have a plan for how to acquire these skills. The first thing you should have in mind is that in the same manner that technology has become a vital part of a modern organization's life, it should also become part of yours. Whenever given a chance, you should enhance your keyboard skills, E-mail your friends. Practice with PowerPoint. Try making simple posters to announce an event, like a party or some activity that you and your friends will do together. You can even practice with pre-made databases by storing telephone numbers and addresses. The best advice I can give anyone is to play with the computer in your free time and become familiar with its operating system, software, and hardware. Try to figure out what each program does and how to use it to your benefit. A computer class on the level of your expertise is also recommend to perfect those skills you learned on your own. Learning more advanced functions is highly recommended as well. It's easy to look through books and free tutorials found on the Internet. Even novice users can learn how to create professional looking flyers, business cards, and other documents you will need in the workplace.

Question:

1. What is the main topic of this talk?
2. Apart from being expected to complete multiple tasks and work in different areas of the company, what other skills are employees expected to have?
3. If you take a position in an office, which of the following are you supposed to display?
4. What's the advice the speaker gives at the end of his talk?
5. Who are the most likely audience for this talk?

欢迎关注 ShoelessCai



¥1.00 支付宝



¥1.00 微信支付