

Understand how to present personal achievements for the job market

Unit 17 – Adapt personal information for employers

Instructions and answers for teachers

These instructions should accompany the OCR Lesson Element ‘**Understand how to present personal achievements for the job market**’, which support OCR Awards and Certificates in Employability Skills Unit 17 – Adapt personal information for employers.



The screenshot shows a lesson element page with the following content:

Employability Lesson Element

Understand how to present personal achievements for the job market

Unit 17 – Adapt personal information for employers

Task 1 – Develop a questionnaire

Being able to present your personal achievements effectively can be the key to getting a job. It is important to plan what you are going to do or say. Start by answering the questions – Why are you making this presentation? What do you want to achieve?

Write your answers in the table below.

Why are you making this presentation?	
What do you want to achieve?	

OCR
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Associated files

Lesson Element Activity – ‘Understand how to present personal achievements for the job market’

Expected duration

Task 1 – 30 minutes

Task 2 – 20 minutes

Task 3 – 45 minutes

Task 1 – Develop a questionnaire

Have a group discussion with the learners about the purpose of presenting their personal achievements to a prospective employer and what they want to achieve.

Ask learners to consider their personal presentation and write down their answers to the two questions.

Responses will be varied – below are some examples:

Why are you making this presentation?

- To show employers what I can do
- To show employers what I have done in the past
- To show employers what qualifications I have
- To show employers what interests I have
- To show employers what my future goals are.

What do you want to achieve?

- To get the job
- To show that I can do the job
- To show that I would be a good employee
- To show that I am enthusiastic about the job
- To show that I have put in effort to develop my skills and experience.

Task 2 – Making presentations fun

The learners could number the elements individually dependent on the type of presentation they will make and what they consider is important to them.

Below are some key points to share with the learners about visual presentation.

The visual aspect of your presentation is the most important in getting your message across. It includes your body language, gestures, facial expression, eye contact, appearance, and visuals such as PowerPoint – all of what the audience sees.

The people in your audience will form their first impressions of you when you walk into the room. So dress for success and appear confident and friendly, even if your knees are knocking.



Good posture and natural gestures are important. Your most important facial expression is your smile. Smile and they won't notice if you're nervous. The most important visual is eye contact. Look at each person during your talk.

Use visuals whenever possible. Some basic rules for PowerPoint are that your slides should always be in colour (no exceptions) and use graphics. If you're talking about going green, for example, show video, photographs, or clip art that represent what you're saying in each slide. Don't hesitate to be humorous if it feels right for you, but ensure this is appropriate.

Task 3 – Plan a presentation of personal achievements

The teacher could emphasise the importance of the beginning and the end of the presentation and advise the learner to allow for questions before ending the presentation so that they end on a confident and positive note.

It's okay to memorise the beginning and end so they can begin and end with confidence and make good eye contact.

Tell the learners to involve the audience where possible and not to apologise for their lack of confidence or skills. The opening statement of the presentation is vital in capturing and captivating your audience's attention.

http://www.ehow.com/how_5387751_make-opening-statement.html

<http://it.toolbox.com/blogs/enterprise-solutions/opening-closing-statements-for-presentations-11233>

Opening ideas and suggestions

Open with a question that engages the audience:

- Have you ever thought about...?
- Can I ask you to...?
- Would anyone mind helping me...?

Refer to an interest or hobby and ask the audience to raise their hands or indicate if they have experienced it.

Use a stunning statistic or pose an interesting question to cause curiosity in your audience.



Closing ideas

Close with a statement on how you can help the company move forward or how you can contribute to the future success of the company.

Another way to close is to emphasise the key points of your presentation and how they relate to the job description.

Close with a positive statement about how enthusiastic you feel about joining the firm.

It is usual to thank the audience for listening and giving you time to show your achievements.

Close by saying you are confident that they can now understand how your past achievements make you the ideal person for the job.

In some situations it may be appropriate to prepare a closing handout that could summarize your achievements.

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