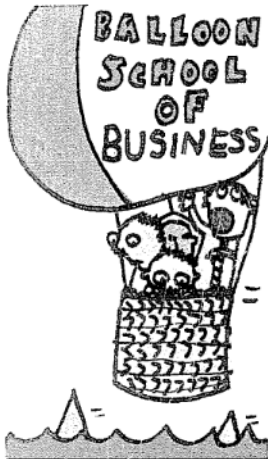


Internet research

Search for the keywords *how to write accomplishment statements*. Make a list of key points to remember when describing your accomplishments in a résumé or interview.



'We have a very low drop-out rate.'

Roleplay

6 Imagine you are attending a class reunion twenty years from now. First, complete the role card below.

Name: _____

Qualifications and year obtained: _____

Marital and family status: _____

Previous jobs and dates: _____

Current job and starting date: _____

Future plans or ambitions: _____

Personal achievements: _____

Current activities: _____

Other professional achievements: _____



7 You are now at the opening cocktail party. Circulate around the room and talk to as many of your former classmates as possible. Make polite conversation following the cues below.

What ... do?

What ... at the moment?

What ... after leaving college?

How long ... your most recent job?

What ... recently?

What ... next?

Balloon debate

8 Work in groups of three or four. You all work for the same private business school. Due to budget restrictions, there is not enough money to pay everybody's salary, so one person must be made redundant. Choose one of the positions below, then each present details of your past accomplishments, current projects and future objectives. The group must then decide who has made a good case for continuing and who has to drop out.

MARKETING MANAGER

Accomplishments

created positive image and brand name;
doubled student numbers

Projects

develop new markets and international contacts;
establish partnerships with major corporations

Objectives

become one of top ten schools in the world;
open a campus on every continent

PERSONNEL MANAGER

Accomplishments

fired boring professors, hired top consultants;
arranged seminars by famous entrepreneurs

Projects

implement performance-related incentives;
introduce student evaluations of teachers

Objectives

higher salaries and longer holidays for all staff;
paid sabbaticals for all teaching staff

HEAD OF ADMINISTRATION

Accomplishments

made school profitable after years of losses;
negotiated reduction of debt with banks

Projects

get corporate sponsorship and government funding;
offer scholarships for underprivileged students

Objectives

improve facilities and profitability;
introduce paperless administration

DIRECTOR OF STUDIES

Accomplishments

replaced old books with multimedia programs;
developed exchange programs all over the world

Projects

develop revolutionary methods of learning;
provide individual tutoring for every student

Objectives

100% success in exams with only 50% study time;
educate future Nobel prize-winners