

# DOWNLOAD PDF BASIC ENGLISH FOR BUSINESS AND TECHNICAL CAREERS

Chapter 1 : Smith & Moore, English for Careers: Business, Professional and Technical, 11th Edition | Pearson

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From this first sentence, the hiring manager would know immediately if the candidate is relevant to the job opening or not. Seeing this immediately lets the hiring manager know that their resume is worth reading through and giving consideration. This is why Resume Genius advocates including a Career Objective section. Here are the final two sentences in the Career Objective again, with attention to the bolding: Expert and highly familiar with a wide variety of security, engineering, networking, and operating system software. An ATS is like a guardian robot that shreds bad resumes and only lets the most relevant ones through. One way of doing this is with a Technical Skills section, as shown in the resume sample on this page. This section serves to satisfy the ATS, and also gives the hiring manager a wide scope of your skills and abilities when viewed with human eyes. The candidate separated this section into four subsections, followed by lists of software and technical skills that fall under those categories. Security Networking Operating Systems Take a moment to consider how you might categorize your skills and software knowledge, and how you can display it clearly on your resume. RG Tip You know you have the skills, but do you know how to present them persuasively? Learn the ins and outs of presenting skills on your resume here. Next, move on to your Professional Experience section. Quantify Where You Can The key to a strong Professional Experience section is describing your accomplishments and not your daily duties, wherever possible. In addition, if you can describe your accomplishments with numbers, your resume will make a very strong impression. How can you do that? The resume sample on this page gives two great examples of quantification in bold: Firstly, they show that this candidate is attentive to efficiency issues and overhead costs, and looks for solutions to related problems. Furthermore, increasing ticket turnover rate shows that with this candidate, tasks will be finished more quickly. We also have an in depth look at how to write your professional experience section here. Also notice that in the job description bullet points, some of the sentences repeat some of the information he placed in the Technical Skills section. This is acceptable and even encouraged to help beat ATS systems.

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## Chapter 2 : Technical English

*Basic English for Business and Technical Careers [Leila R. Smith] on [blog.quintoapp.com](http://blog.quintoapp.com) \*FREE\* shipping on qualifying offers.*

They work in a veterinary surgery or vets. They work in a restaurant. Welders Weld metal to make things. They work in factories and construction. Leaving or Losing your job There are many different ways to express leaving or losing a job. To Leave Your Job: To Lose Your Job: Naturally Speaking These are the most common questions asked in a normal interview with some ideas of how to prepare an answer: This does not mean "Give me your life story". Make sure you concentrate on who you are, your work experience, and relate everything to show that you would be a great candidate for the position. What were your main responsibilities in your last job? Try to relate them to the job you are being interviewed for. What is your biggest accomplishment? Give an example that relates to the job you are interviewing for. Your ability to work well under pressure, prioritizing skills, problem-solving skills, professional expertise, leadership skills, team spirit. Be prepared to give real life examples. Be honest about a specific weakness, but show what you are doing to overcome it. Why do you want to work for this company? Research the organisation and relate what they offer to your long-term ambitions. Why do you want to leave your current job? Or Why did you leave your last job? Never say anything bad about your previous employers. Think about leaving for a positive reason. When can you start? I need to give x weeks notice. Do you have any questions? Prepare several questions before the interview. Note There are lots of "typical" interview questions on Monster. Dialogue John has a job interview for a Saturday job Interviewer:

## Chapter 3 : English for Work - Vocabulary, Exercises and Printable Worksheets

*Note: Citations are based on reference standards. However, formatting rules can vary widely between applications and fields of interest or study. The specific requirements or preferences of your reviewing publisher, classroom teacher, institution or organization should be applied.*

## Chapter 4 : - Basic English for Business and Technical Careers by Leila R. Smith

*This short version of English for Careers consists of the first 10 chapters and the appendix. It offers a text/workbook format with tear-out pages, and provides well-designed pages highlighted with color.*

## Chapter 5 : Formats and Editions of Basic English for business and technical careers [[blog.quintoapp.com](http://blog.quintoapp.com)]

*The version of Visual Basic is tremendously enhanced and introduces dramatic new concepts, techniques, and features to this popular object-oriented language.*

## Chapter 6 : Basic English for Business and Technical Careers, Leila R. Smith. (Hardcover )

*Basic English for Business and Technical Careers by Leila R. Smith. Prentice-Hall. softcover. New. pp. 2nd Edition.*

## Chapter 7 : - Basic English for Business and Technical Careers by Smith

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## Chapter 9 : Basic English for Business and Technical Careers, Leila Smith. (Paperback )

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