

English Language – Level 6





Level 6

Part 1 ,Part 2 & Part 3



Part 1

- Writing resume and cover letter

Part 2

- Grammar (Types of sentences)

Part 3

- Figurative Language



Part 1

Writing resume and cover letter



Resume & Cover Letter Writing

What is a Resume?

A resume is a summary of your experiences and skills relevant to the field of work you are entering.

A resume is an accomplishment driven marketing tool for individuals seeking employment.

A resume relates your experience to your career objective.

What is the Purpose of a Resume?

The goal of any good resume is to show that you are a qualified candidate and a good match for the job.

The resume motivates employers to interview you.

Remember! Most employers spend 10 – 20 seconds scanning a resume. Keep your resume to 1 page!

PREPARATION

Know Yourself

Know the Position



Know Yourself

Ask yourself...

How can I target my resume to the company I am applying for?

Next...

Prepare an inventory of your skills, accomplishments, education, goals, and experience.

Know the Position

Do the research and tailor your resume to the position you are applying for.

The following is a list of what you should know:

Necessary Skills.

Desired Qualifications.

Required Education and Work Experience.

Key Values.

Job Duties.

TYPES OF RESUMES



Reverse Chronological Resumes

Functional Resumes

Targeted Resumes

Combination Resumes

Reverse Chronological Resumes

This is the standard format most preferred by employers.

It is date-oriented, provides a history education and experience, and lists most recent experience first.

This type of resume highlights consistent work record.

This type of resume illustrates experiences within job titles.



FORMAT

Heading

Objective

Summary of Qualifications

Education

Experience

Employee Profile



Name: Anita Job

- Recent Graduate

- Degree: Associates in Computer Applications & Office Technology

- Option: Medical Office Assistant

Heading

- The heading is placed at the top of the page and aligned at the center.
- Your name appears on the first line and should be in bold.
- The heading includes the following contact information: Address, Phone Number, and Email (Use an appropriate and professional email address!)



Name is in bold and on the first line. Includes Heading address and phone Number



Anita Job
1111 Figueroa Place, Wilmington, CA, 90744
555-555-5555
jobanita@gmail.com



Email address is professional
and appropriate. Do not use emails like “skaterbrat69@yahoo.com!”

Objective

The objective should consist of 1 -2 short sentences.

The objective specifies the type of position you are seeking.

Tailor your objective to the company.

Do not use generalized statements or “flowery language.”

Do not focus only on what the company can do for you.

For Example

- Instead of...

“To gain a position where I can be an asset to my employer and grow as an individual.”

- Try...

“To gain a position as a Medical Secretary at Kaiser Permanente.”



Alternatives to the Objective Statement

You could use a title next to your name or at the top of your resume.

Examples:

Medical Office Assistant

Marketing Professional

Ultrasound Technician

Registered Nurse

Summary of Qualifications

This is optional. (Use a qualification summary only if it puts emphasis or links your background that is most relevant to the job requirements.)

Use 3 – 6 bullet points of special accomplishments, key work skills, outstanding traits, relevant work history.

Highlight skills that aren't obvious from past work experience.



Section Heading is in bold



Qualifications are relevant to the position sought.



Summary of Qualifications

- Knowledge of medical terminology
- Knowledge of Accounts payable software, Accounts receivable software, Billing software, and Intuit QuickBooks software
- Bilingual English-Spanish



Summary includes three bulleted qualifications.

Education

For students and recent graduates begin with your education.

List your highest level of education achieved first.

Highlight your degrees earned or to be earned.

List your major, minor, concentration, or emphasis.

List your GPA if it is a 3.0 or higher.

List relevant coursework.

List any special licenses, credentials, certificates, exams, or training.



Section
Heading is in
bold.



School Name, Location,
and Date of Graduation is
included.



Education Los Angeles Harbor College, Wilmington, CA, June 20XX

Associate in Science Degree, Computer Applications and Office Technologies, Option
in Medical Office Assistant, GPA 3.0



Degree and GPA is emphasized
in bold.

EXPERIENCE

What Counts as Experience?

Emphasize vs. Minimize

Quantifying Your Experience

Expand on Your Skills

Format



What Counts as Experience?

Include positions related to the job you are seeking such as:

Paid or unpaid employment

Internships

Student Organizations

Volunteerism

Community Service

Emphasize vs. Minimize

Emphasize relevant experience and minimize irrelevant experience.

You can distinguish between relevant experience and additional experience.

List your accomplishments, not just responsibilities. (For example mention ideas you had that may have improved your workplace.)

Use vocabulary or keywords from your chosen field.

Quantifying your Experience

Quantify your actions whenever possible.

For example:

If you were a supervisor how many people did you supervise?

If you gave regular reports how often?

If you improved sales by how much?



Expand on Your Skills

Look for ways to demonstrate such qualities as the following:

Good communication Skills

Leadership and Organizational Skills

Ability to work on a team

Good Work Ethic

Interpersonal Skills



Format

Include the Following:

Company Name, Location, Job Title, Dates of Employment, and Duties Performed.

Make this section easy to read. Use spacing and bullets.

Each sentence starts with an action verb. Do not use personal pronouns.

Use correct verb tenses. Use present tense for current positions and past tense for previous positions.

Avoid using terms that only an insider would understand.



Section title is in bold and dates are included.



Title is bolded. Company name and location are provided.



Experience

200X – 200X

Sales Associate, JC Penny, Torrance, CA

- Maintained knowledge of sales and promotions.
- Greeted customers and ascertained customer wants or needs.
- Answered questions regarding store merchandise.



Job duties are bulleted, detailed, and in the proper tense. *

*Paragraph format may be used to save space.

Other Sections

You can add additional sections to your resume such as:

Honors

Activities

Skills



References

Generally, do not include references on your resume.

It is not necessary to type, “References available upon request.”

Employers will contact you for references if necessary.

Choose professional references rather than personal references.

Practice good etiquette and ask your references for permission before giving out their contact information.

Resume Format

Keep your resume format simple.

Use a uniform font type, font size, and margin settings all around.

Suggested fonts are Times New Roman or Arial.

Suggested fonts sizes are 10 to 12 point.

Suggested margin is 1 inch all around.

Do not use abbreviations.

Use bold, italics, and underlining sparingly.

Print your resume on white or neutral color 8 ½ × 11 inch paper.



Anita Job

1111 Figueroa Place, Wilmington, CA, 90744

555-555-5555

jobanita@gmail.com

Objective To gain a position as a Medical Secretary at Kaiser Permanente.

Summary

- Knowledge of medical terminology
- Knowledge of Accounts payable software, Accounts receivable software, Billing software, and Intuit QuickBooks software
- Bilingual English-Spanish

Education Los Angeles Harbor College, Wilmington, CA, June 20XX

Associate in Science Degree, Computer Applications and Office Assistant, GPA 3.0

Technologies, Option in Medical Office

Experience

20XX – 20XX Program Assistant, Los Angeles Harbor College, CA

- Answered telephones and provided customer service.
- Entered counseling appointments using SARS software.
- Performed general clerical duties such as filing and scanning office documents.

200X – 200X Sales Associate, JC Penny, Torrance, CA

- Maintained knowledge of sales and promotions.
- Greeted customers and ascertained customer wants or needs.
- Answered questions regarding store merchandise.

Cover Letter

The cover letter will:

Introduce you as a candidate.

Clarify the position for which you are applying for.

Enable you to highlight your strengths.

Ask an employer to take action.



Cover Letter Writing Tips



Your cover letter should be job-centered not self-centered.

The cover letter should be 1 page maximum.

Use regular business letter format.

Always address the letter to a specific person, not “To Whom It May Concern.”

Research the name of the contact person or hiring manager.

You may use, “To the Hiring Manager” or “To the Selection Committee Chairperson” if needed.

Proofread and check your letter for proper grammar.

Breaking it Down



Your Contact Information

Name



Address

City, State, Zip Code



Phone Number



Email Address

Date



Employer Contact Information

(If you have it)



Name

Title



Company



Address

City, State, Zip Code



Salutation

Dear Mr./Ms. Last Name:



Anita Job

1234 Street Avenue

Wilmington, CA 90744

jobanita@gmail.com

March 13, 2012

Sally Boss, Hiring Manager

Kaiser Permanente

25825 Vermont

Harbor City, CA 90710

Dear Ms. Boss:

First Paragraph

The first paragraph should include information on why you are writing. Mention the position you are applying for and how you will follow-up.

I would like to express my interest in a Medical Secretary position with Kaiser Permanente. I am confident that Kaiser's values and objectives would highly complement my own strengths and enthusiasm. I would like to be considered for your Medical Secretary position.

Middle Paragraph

The next section of your cover should describe what you have to offer the employer. Mention specifically how your qualifications match the job you are applying for. Remember, you are interpreting your resume, not repeating it.

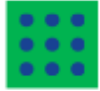
Evidence of my skills and qualifications can be seen in my responsibilities as a Program Assistant at Los Angeles Harbor College where I provided customer service and scheduled counseling appointments. My educational background in Computer Applications & Office Technology-Medical Office Assistant has been excellent preparation for a career with Kaiser Permanente.

Final Paragraph

Conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow-up.

Please review the enclosed resume and consider my application for your Medical Secretary position. I would appreciate the opportunity to meet with you and discuss the positive contributions I would offer as a member of your organization. To reach me for an interview, please contact me at (555) 555-5555 or jobanita@gmail.com. Thank you for your consideration.

Complimentary Close & Signature



Complimentary Close

Respectfully yours,

Respectfully yours,

Signature

Anita Job

Handwritten Signature

(for a mailed letter)

Anita Job

Type Signature

Disguising a Period of Unemployment

1. Include only years, not months. For example:

11/06 – 4/09, Night Manager, Taco Bell, Woodmont, NY

3/04 – 2/06, Day Manager, Denny's Restaurant, Milpitas, CA

If you use only years and eliminate the months, there is no apparent gap:

2006-2009, Night Manager, Taco Bell, Woodmont, NY

2004-2006, Day Manager, Denny's Restaurant, Milpitas, CA

2. Explain the gap. For Example:

Consider everything you were doing during that time and if possible, present them in a way that is relevant to your job objective.

2007-2009, Primary Home Care Provider for terminally ill relative

2003-2008, Parent and Classroom Volunteer, Brio High School

-Susan Ireland's Resume Site

...continued

3. Be honest and maintain dignity.

In general, references to illness, unemployment, and rehabilitation immediately raise red flags, so avoid those at all cost. Instead, write about something else that you were doing during that time. Following are some suggested “job titles” for such gaps:

Full-time Student
Independent Study
Full-time Parent
Family Management (or Home Management)
Family Financial Management (or Estate Management)
Adventure Travel (or Travels to ...)
Personal Travel

4. Unpaid experience.

If you include unpaid experience in your work history, be sure to use the title of Work History or History for this section, rather than Professional Experience or Employment History

-Susan Ireland's Resume Site



Part 2

Grammar (Types of sentences)



Sentences in English

Outline

1) Understanding three types of sentences

Simple sentence

Compound sentence

Complex sentence

2) Practice

3) E-learning resources

Three Types of Sentences

- Simple Sentences
- Compound sentences
- Complex sentences

Simple Sentences

The simplest sentence consists of one clause. See examples.

Q: Remember what is a clause?

Q: if a sentence = a clause, what clause is this?

Examples of Simple Sentences



The old man died.

The man was 90 years old.

His son killed him.

His son made him very angry.

His son bought him some poison.

The old man died after taking the poison.

Clause

A clause contains the basic units of a subject (S) and a verb (V).

Compound sentences

Independent clause, for independent clause

and

nor

but

or

yet

so

See [examples](#)

Independent Clause 1 + coordinator +
Independent Clause 2

Examples of compound sentences

I hate cats, but Sam loves them.

Sam loves cats and his wife loves them too.

Sam was playing golf, so his wife went shopping.

You can submit a hard copy or you can also send it in by email.

Complex sentence

An independent clause + dependent clause(s) independent clause



I decided to go to the movies when I felt tired after studying very hard.



After I completed my revision, I decided to go to the movies

Complex Sentences

Examples:

Although Sam loves cats, he does not keep any as pets.

Although Sam loves cats, he does not keep any as pets because his wife dislikes them.

Although Sam loves cats as his pet cat once saved his life, he decided not to keep any in the house after he got married because his wife dislikes them.

Practice

Link the following simple sentences up to include at least one sentence type each.

The old man died.

The man was 90 years old.

His son killed him.

His son made him very angry.

His son bought him some poison.

The old man died after taking the poison.

The Imperative Sentence.

An imperative sentence gives an order. It ends with a period OR an exclamation point.

. Or !

Go walk the dog.

This sentence TELLS you to do something.

Notice how it ends with a period.



The Imperative Sentence.

An imperative sentence gives an order. It ends with a period OR an exclamation point.

Get out there and walk the dog!

Again, this sentence TELLS you to do something.

Notice how it ends with an exclamation point. This tells us the speaker REALLY wants the dog walked!

And last, but not least, the Exclamatory Sentence.

An exclamatory sentence expresses strong feelings. It ends with an exclamation point.



My birthday party is tomorrow!

This sentence SHOWS you how excited the speaker is .

It does this by ending the sentence with an exclamation point.

And last, but not least, the Exclamatory Sentence.

An exclamatory sentence expresses strong feelings. It ends with an exclamation point.

Mom! Trevor's chasing Amy with water balloons!

The sentence's punctuation tells you how to read the sentence .



And last, but not least, the Exclamatory Sentence.

An exclamatory sentence expresses strong feelings. It ends with an exclamation point.

Get out there and walk the dog!

Coming back to this sentence, we notice that it is an imperative sentence that expresses strong feelings .

It does this by ending the sentence with an exclamation point. This sentence is BOTH imperative and exclamatory!



Sentence Structure

Sentence Structure Types



Simple



Compound



Complex



Compound-Complex





Simple Sentence

Simple sentences

Are made of one independent clause and therefore form a complete thought.



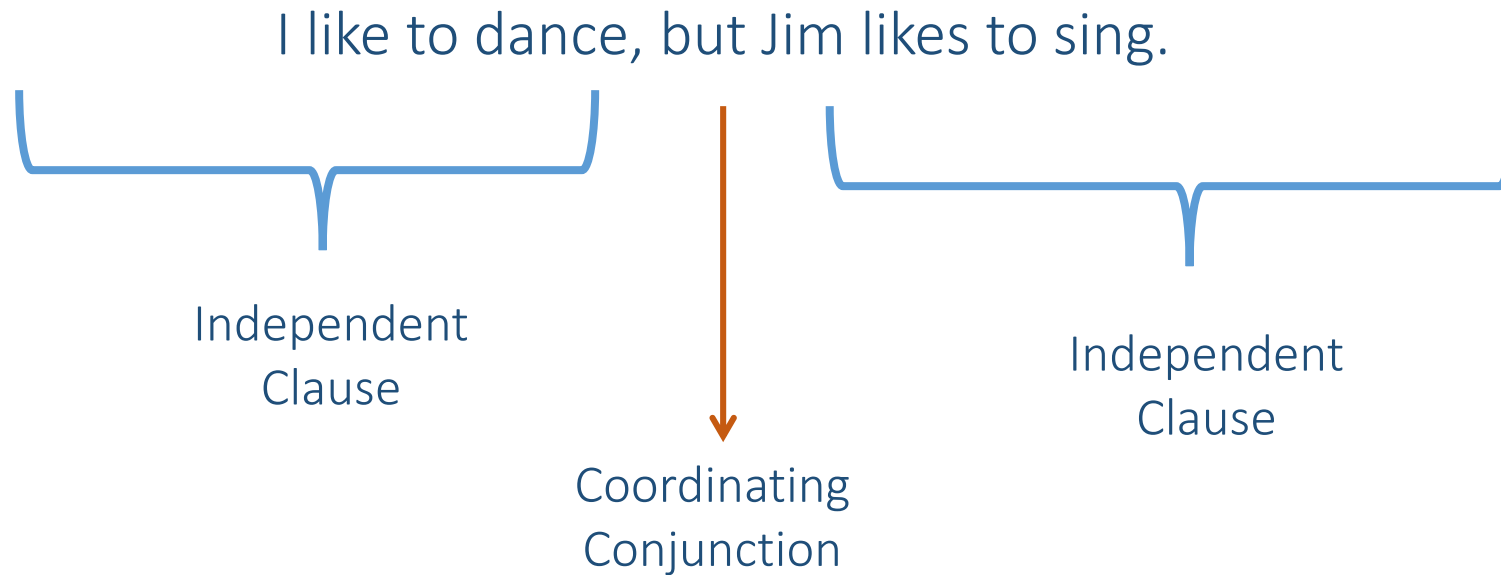
Compound Sentence

Compound Sentences

- Are made of two independent clauses joined in one of the following ways:
- A coordinating conjunction with a comma
- a semicolon with a conjunctive adverb
- a semicolon only

Compound Sentence with a Coordinating Conjunction

Example with a Coordinating Conjunction





Compound Sentence with a Conjunctive Adverb and Semicolon

Conjunctive adverbs are sometimes called “floating” adverbs because they can be positioned at the beginning, in the middle, or at the end of a clause.

Some common conjunctive adverbs:

Moreover

However

Otherwise

Therefore

“Floating” Conjunctive Adverb

- Bob is handsome; moreover, he is rich.
- Bob is handsome; he is, moreover, rich.
- Bob is handsome; he is rich, moreover.

Compound Sentence with a Semicolon

“If the relation between the ideas expressed in the main clauses is very close and obvious without a conjunction, you can separate the clauses with a semicolon.”

(Little, Brown Handbook, 9th Edition, p. 361)

Example: Tom has benefited from exercising; he is slim and energetic.



Complex Sentence

Complex Sentence

contain one independent and one subordinate (dependent) clause

the subordinate clause begins with a subordinate conjunction

the clauses can appear in any order

Complex Sentence

- After the sun set, we built a campfire.

Dependent
Clause

Independent
Clause

- We built a campfire after the sun set.

Independent
Clause

Dependent
Clause

*Note the comma
when the dependent
clause comes at the
beginning of a
sentence.



Compound-Complex Sentence

Compound-Complex Sentence

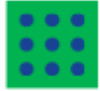
contains one subordinate (dependent) clause

two or more independent clauses

Example: Since we wanted to have fun, my boyfriend and I went to San Juan yesterday, and we danced all night.



Exercises



Indicate if the following sentences are:
Simple, compound, complex or compound-complex.

The bell rang.

Bridget ran the first part of the race, and Tara biked the second part.

He stands at the bottom of the cliff while the climber moves up the rock.

The skier turned and jumped.

Naoki passed the test because he studied hard and he understood the material.

Answers

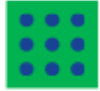
Simple

Compound

Complex

Simple

Compound-complex



Indicate if the following sentences are:

Simple, compound, complex or compound-complex.

Because Kayla has so much climbing experience , we asked her to lead our group.

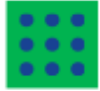
You and I need piano lessons.

I planned to go to the hockey game, but I couldn't get tickets.

Dorothy likes white water rafting, but she also enjoys kayaking.

There are many problems to solve before this program can be used, but engineers believe that they will be able to solve them soon.

Answers



Complex

Simple

Compound

Compound

Compound-complex



Part 3

■ Figurative Language

Figurative Language

“Figuring it Out”



Figurative and Literal Language

Literally: words function exactly as defined

The car is blue.

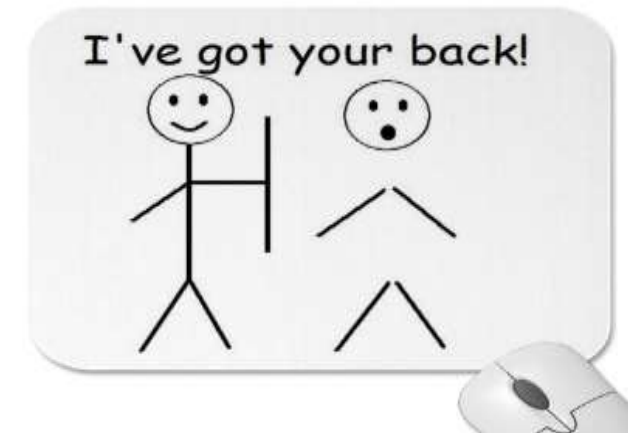
He caught the football.

Figuratively: figure out what it means

I've got your back.

You're a doll.

^Figures of Speech



Simile

Comparison of two things using “like” or “as.”

Examples

The metal twisted like a ribbon.

She is as sweet as candy.



Important!

Using “like” or “as” doesn’t make a simile.

A comparison must be made.

Not a Simile: *I like pizza.*

Simile: *The moon is like a pizza.*



Metaphor

Two things are compared without using “like” or “as.”

Examples

All the world **is** a stage.

Men **are** dogs.

Her heart **is** stone.



Personification

Giving human traits to objects or ideas.

Examples

The sunlight danced.

Water on the lake shivers.

The streets are calling me.



Hyperbole

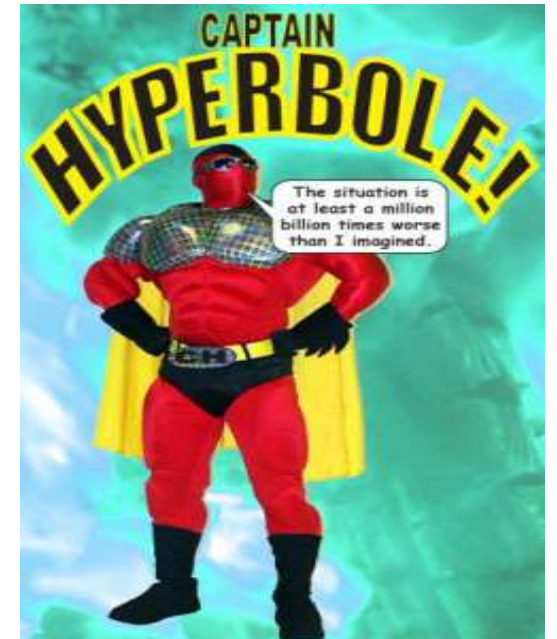
Exaggerating to show strong feeling or effect.

Examples

I will love you forever.

My house is a million miles away.

She'd kill me.



Understatement

Expression with less strength than expected.

The opposite of hyperbole.

I'll be there in one second.

This won't hurt a bit.



Onomatopoeia

A word that “makes” a sound

SPLAT

PING

SLAM

POP

POW



Idiom

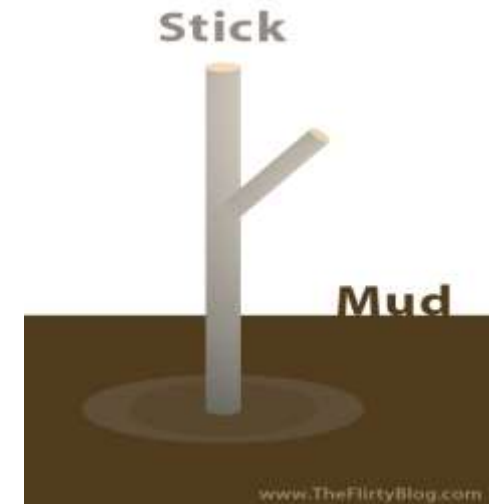
A saying that isn't meant to be taken literally.

Doesn't "mean" what it says

Don't be a stick in the mud!

You're the apple of my eye.

I have an ace up my sleeve.



Pun

A form of “word play” in which words have a double meaning.
I wondered why the baseball was getting bigger and then it hit me.

I’m reading a book about anti-gravity. It’s impossible to put it down.

I was going to look for my missing watch, but I didn’t have the time.



Proverb

A figurative saying in which a bit of “wisdom” is given.

An apple a day keeps the doctor away

The early bird catches the worm



Oxymoron

When two words are put together that contradict each other. “Opposites”

Jumbo Shrimp

Pretty Ugly

Freezer Burn



What is Figurative Language?

Whenever you describe something by comparing it with something else, you are using figurative language!

There are many different kinds of figurative language: *similes*, *metaphors*, *hyperboles*, and *personification* are just some of the ones you might know!

Let's take a closer look!

What is a simile?

A simile uses the words “like” or “as” to compare one object with another to suggest they are alike or similar.

Example: He was busy as a bee.



Example: She was silly like a clown.



What is a metaphor?

- A metaphor is like a simile. It compares two things, but DOES NOT use the words like or as. A *simile* would say you are **like something**, and a metaphor would say **you are something**.
- Example: Her eyes were jewels, sparkling in the sun.
- Example: The bottom of the ocean is a dark cave.



What is a hyperbole?

- A hyperbole is an exaggeration that is so dramatic that no one would believe the statement is true.
- Example: He was so hungry, he ate the whole cow for lunch, tail and all.
- Example: My teacher is so old, she doesn't even remember her own name!

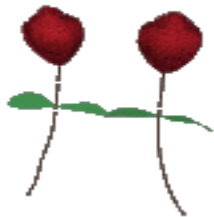


What is a personification?

- Personification is where human characteristics are given to an animal or an object



- Example: My teddy bear gave me a hug.



- Example: The flowers danced in the breeze.



What is alliteration?

Alliteration is repeated consonant sounds at the beginning of words/group of words.

Example: Peter piper picked a pack of pickled peppers.

Example: Sally sold seashells by the seashore.



What is onomatopoeia

Onomatopoeia is a word that imitates a sound.



Example: Clap, Clap!



Example: AAAAAAAAAAAHHHHH!



example: BOOM!

What is imagery?

Imagery is describing using details particularly sensory details (sight, sound, taste, touch, smell)



It was dark and dim in the forest. – The words “dark” and “dim” are visual images.

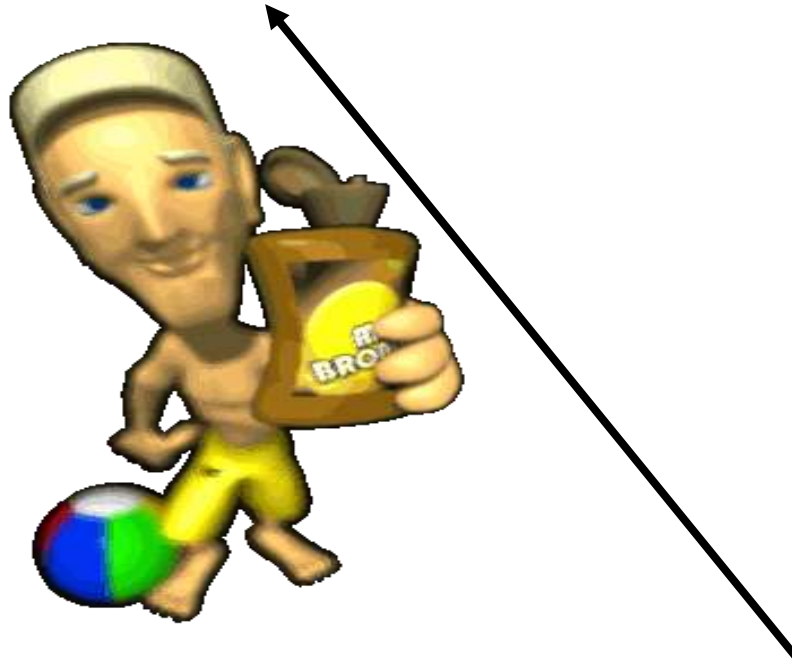


He fell down like an old tree falling down in a storm.



Now let's see if you can identify figurative language on your own.

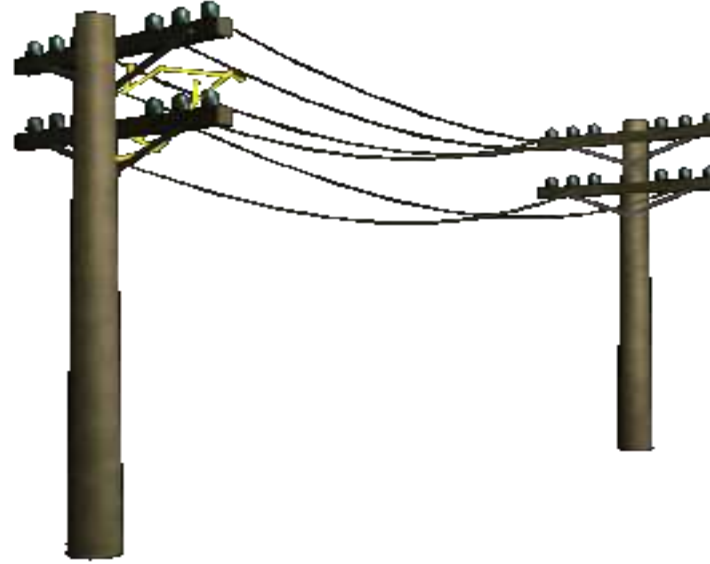
Look at the sentence....see if you can decide what type of figurative language it is!



Simile: It uses the word “like” to compare the color of his skin to sand.

Look at the sentence....see if you can decide what type of figurative language it is!

My brother is so skinny, he could be a telephone pole.



Hyperbole: This is an exaggeration! No one is as skinny as a telephone pole.

Look at the sentence....see if you can decide what type of figurative language it is!

After we moved out, our house was an empty shell.



Metaphor: This sentence is comparing a house to a empty shell.

Look at the sentence....see if you can decide what type of figurative language it is!

My dad's beard was itchy sand paper.



Metaphor: This sentence is comparing dad's beard to itchy sand paper.

Look at the sentence....see if you can decide what type of figurative language it is!

The sun said hello as it came up over the horizon.



Personification: The sun cannot really say hello, it is giving human characteristics to the sun.

Look at the sentence....see if you can decide what type of figurative language it is!

Emily swam like a dolphin in the pool.



Simile: It uses the word “like” to compare Emily to a dolphin.



Look at the sentence....see if you can decide what type of figurative language it is!

My grandpa's nose is so big, he could smell flowers from miles away.



Hyperbole: It is an exaggeration. No one's nose could smell flowers from miles away.

Look at the sentence....see if you can decide what type of figurative language it is!

My mom's perfume was like sweet roses in bloom.



Simile: It is comparing Mom's perfume to roses using the word "like".

Look at the sentence....see if you can decide what type of figurative language it is!

The popcorn jumped in my mouth so fast that I ate the whole bowl.



Personification: Popcorn cannot really jump into your mouth.
It is giving human characteristics to popcorn.

Look at the sentence....see if you can decide what type of figurative language it is!

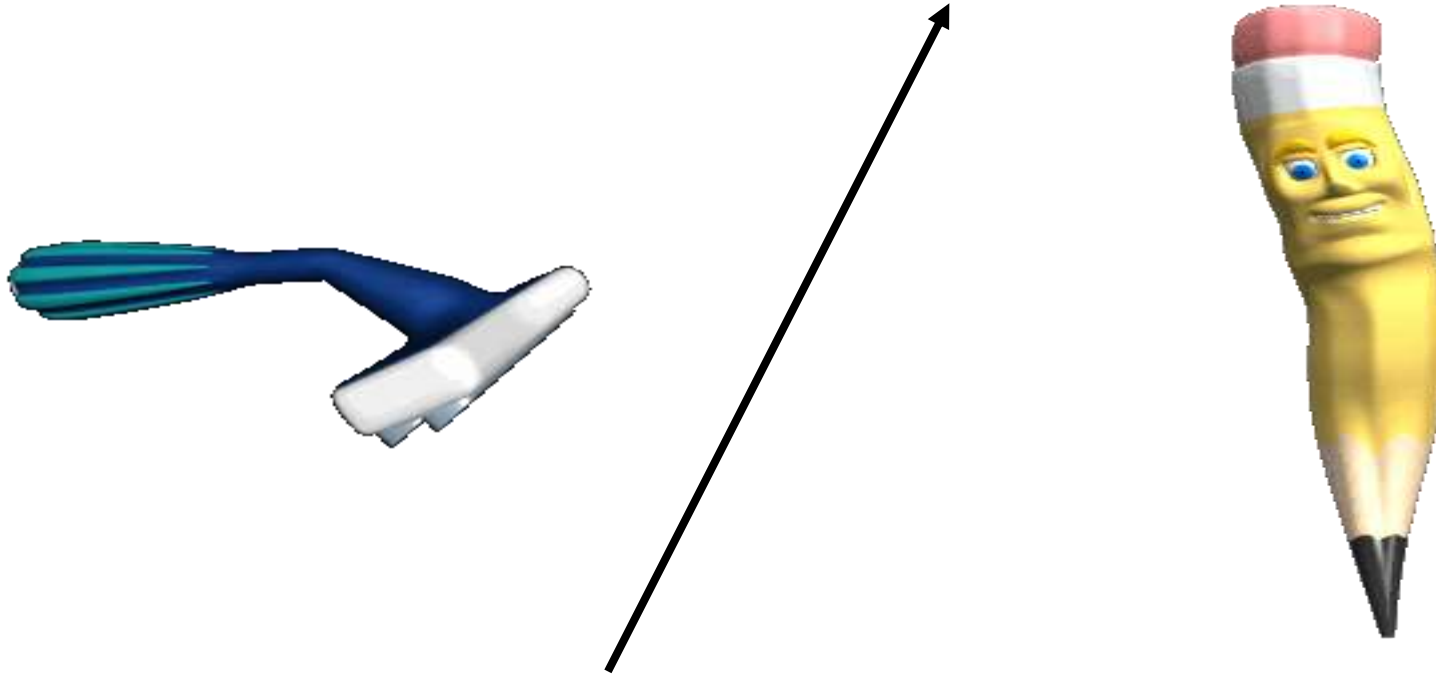
Paul was a shining star at the basketball game.



Metaphor: It is comparing Paul to a shining star, without using like or as.

Look at the sentence....see if you can decide what type of figurative language it is!

My pencil was as sharp as a razor, slicing the paper with every move.



Simile: This sentence is comparing a pencil to a razor using the word “as”.

Look at the sentence....see if you can decide what type of figurative language it is!

My sister's feet were so smelly, I thought garbage trucks were in the house.



Hyperbole: This is an exaggeration. No one's feet could smell as bad as a garbage truck.

Look at the sentence....see if you can decide what type of figurative language it is!

The body builder was as strong as a King Kong.



Simile: This sentence is comparing a body builder to King Kong using the word “as”.

Look at the sentence....see if you can decide what type of figurative language it is!

I was so hungry, I could have eaten a million donuts.



Hyperbole: This is an exaggeration. No one could eat a million donuts.

Look at the sentence....see if you can decide what type of figurative language it is!

I got so dirty, that my pants screamed “clean me!”

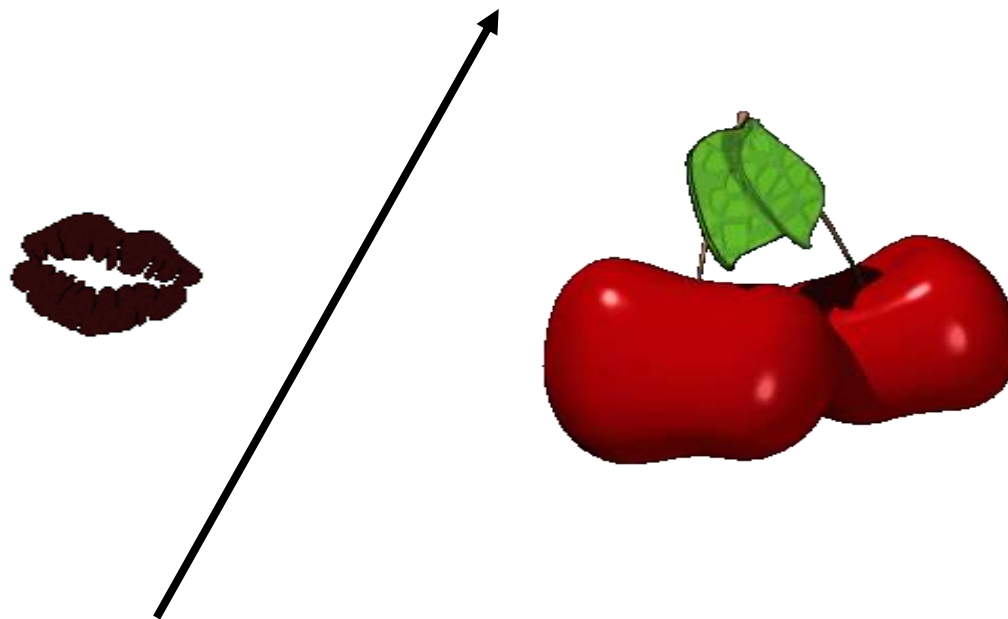


CLEAN ME!!

Personification: This sentence gives human characteristics to pants. Pants cannot scream.

Look at the sentence....see if you can decide what type of figurative language it is!

Her lips were red like ripe cherries.



Simile: This sentence is comparing lips to cherries using the word “like”.

Look at the sentence....see if you can decide what type of figurative language it is!

The pirates were dirty rats floating in the water.



Metaphor: It compares a pirate to a rat, without using like or as.

Look at the sentence....see if you can decide what type of figurative language it is!

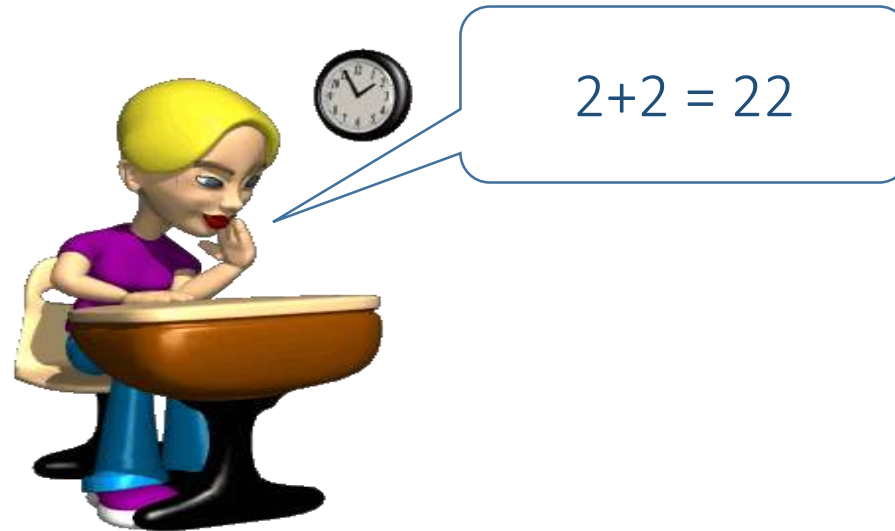
The sneakers walked all the way to Alaska!



Personification: Sneakers cannot really walk.

Look at the sentence....see if you can decide what type of figurative language it is!

My sister in college is so stupid, she thought $2 + 2$ was 22!!



Hyperbole: This is an exaggeration, no one in college would be that stupid.



Figurative Language is everywhere...

Poetry

Short Stories/Novels

Music

Advertisements (Billboards, Commercials, etc.)



Thank You