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Programme Name	<b>BCA</b>
Course Code	23UCASK01
Course title	Soft skills
Unit	V
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# *RESUME WRITING, PRESENTATIONS, MEETING MINUTES, LETTERS, GOAL SETTING, AND CAREER PLANNING*

visuals like resumes, presentation slides, people in meetings.

# Introduction

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- ▣ These skills are important for getting jobs, presenting ideas, managing work, and planning a successful future.
- ▣ Learning to write resumes, make presentations, and plan your career will help you succeed in life and work

# Writing a Resume/CV

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## What is a Resume?

- ▣ A resume is a document that tells employers about your skills, education, and experience.

## Why is it Important?

- ▣ It helps you get noticed by employers and shows why you're the best person for a job.

# What to Include in a Resume:

- ▣ **Personal Information:** Name, contact info.
- ▣ **Objective:** Why you want the job.
- ▣ **Education:** Schools you've attended.
- ▣ **Work Experience:** Jobs or volunteer work.
- ▣ **Skills:** Things you are good at.
- ▣ **References:** People who can recommend you.

# Tips for Writing a Resume

## **Keep it Simple:**

- ▣ Use short sentences and bullet points.

## **Be Honest:**

- ▣ Don't exaggerate your skills or experience.

## **Check for Mistakes:**

- ▣ Make sure there are no spelling or grammar mistakes.

## **Format Neatly:**

- ▣ Use clear headings, and keep the text organized.

# Preparing Presentations for New Products

## What is a Presentation?

- ▣ A presentation is a way of showing ideas to others using slides, visuals, or speaking.

## Why is it Important?

- ▣ Presentations help communicate ideas clearly and attract attention to new products or services.



# How to Prepare a Presentation:

- ▣ **Step 1:** Research the product.
- ▣ **Step 2:** Identify key features and benefits.
- ▣ **Step 3:** Organize the presentation in sections:  
Introduction, Product Features, Benefits, Conclusion.
- ▣ **Step 4:** Use visuals (images, graphs) to make it interesting.
- ▣ **Step 5:** Practice speaking clearly and confidently.



# Tips for Presenting New Products

## **Be Clear and Simple:**

- ▣ Use simple words to explain the product.

## **Use Visuals:**

- ▣ Show pictures of the product to help the audience understand.

## **Engage the Audience:**

- ▣ Ask questions or share interesting facts about the product.

## **Practice:**

- ▣ Rehearse your presentation before presenting to others.

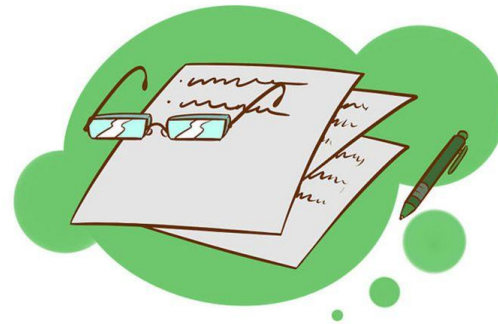
# Preparing Minutes of a Meeting

## What are Meeting Minutes?

- ▣ Minutes are a written record of what happened during a meeting.

## Why are Minutes Important?

- ▣ They help people remember what was discussed and what actions are needed.



# How to Write Minutes:



**Date and Time:** When the meeting took place.

**Attendees:** Who was at the meeting.

**Agenda:** What topics were discussed.

**Action Items:** What needs to be done next.

**Next Meeting:** Date and time for the next meeting.

# Tips for Writing Meeting Minutes

## **Be Clear and Concise:**

- ▣ Write only the important points.

## **Use Bullet Points:**

- ▣ Makes it easier to read and follow.

## **Be Accurate:**

- ▣ Don't change what was said.

## **Use Action Verbs:**

- ▣ Use words like “decided,” “assigned,” “agreed,” etc.

# Writing Letters to the Press and Officials

## **What is a Letter to the Press or Official?**

- ▣ It is a formal letter used to communicate with organizations, officials, or media.

## **Why are These Letters Important?**

- ▣ They help you share information or express opinions to the public or officials.

# How to Write a Formal Letter:



**Start with a Greeting:** “Dear [Name or Title].”

**State Your Purpose:** Clearly explain why you are writing.

**Body of the Letter:** Provide the necessary information or request.

**Closing:** End with “Sincerely” or “Best regards” and sign your name.

# Tips for Writing Letters

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## **Be Polite:**

- ▣ Use formal language and avoid slang.

## **Be Direct:**

- ▣ State your purpose clearly.

## **Keep it Short:**

- ▣ Be brief and to the point.

## **Check for Mistakes:**

- ▣ Proofread for grammar and spelling errors.

# Goal Setting

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## **What is Goal Setting?**

- ▣ Setting goals means deciding what you want to achieve and how you will do it.

## **Why is Goal Setting Important?**

- ▣ It gives you direction and motivation to work towards your dreams.



# Steps to Set Goals:



**Step 1:** Decide what you want to achieve.

**Step 2:** Make your goal specific and measurable (e.g., “I want to read 3 books this month”).

**Step 3:** Set a timeline (e.g., “By the end of this month”).

**Step 4:** Break it into small steps to make it manageable.

# Career Planning

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## **What is Career Planning?**

- ▣ Career planning is the process of deciding what job or career you want and how to achieve it.

## **Why is Career Planning Important?**

- ▣ Helps you choose a job that suits your skills and interests.
- ▣ Guides you on the steps to reach your career goals.

# How to Plan Your Career:



**Step 1:** Identify your strengths and interests.

**Step 2:** Research careers that match your strengths.

**Step 3:** Set career goals and make a plan.

**Step 4:** Gain skills through education or training.

# Activity – Goal Setting



## **Activity:**

- ▣ Ask students to write down a short-term goal (e.g., learning a new skill or finishing homework).
- ▣ Help them break the goal into smaller steps.

Thank you

