**Lesson 4: Interview preparation –**

**Communication styles -** passive, aggressive, passive aggressive and assertive.

**Passive communication:** When you allow someone else to ‘pass over’ your wants and needs so they ignore you.

**Aggressive communication:** When you use verbal or physical force or threat to get your own way.

**Passive aggressive communication:** When you allow someone to ignore your wants or needs in a passive manner, but you are angry with them. You might be sarcastic.

**Assertive communication:** When you clearly explain your wants or needs in a calm and confident way.

**Good nonverbal communication** - Eye contact, hands not in pockets - use open body language, sitting up straight, looking interested.

**Skills** - problem-solving skills, the ability to work in a team, a strong work ethic, communication skills, and leadership qualities.

**Lesson 3: Your online persona**

**Online persona** - this is the kind of person someone appears to be online.

**Algorithms** - determine how content is filtered, ranked, selected, and recommended to users. In some ways, algorithms influence our choices and what we see on social media.

**Fake news** - is false or misleading information presented as news.

**Misinformation** - false or inaccurate information, especially that which is deliberately intended to deceive.

**World view** - a collection of attitudes, values, stories, and expectations about the world around us, which inform our every thought and action. Basically, how you see the world.

**Who is responsible for your social content?** You.

**Lesson 2: Professionalism –**

**Professionalism -** To present and act with responsibility, integrity, accountability, and excellence.

**Dress standards -** dressing appropriately for the job you have.

**Workplace** - the environment you work in.

**Interviews** - part of the job application. Can be face to face or online where you will be asked a series of questions about yourself and your suitability for the job.

**What should you do if you don’t get the job?** Always ask for feedback.

**Lesson 1: Expectations vs Reality (workplace edition)**

**Job market** - the market in which employers search for employees and employees search for jobs.

**How can you find out about available jobs?** - Jobcentre, social media, word of mouth, online.

**CV** - A curriculum vitae is a short-written summary of a person's career, qualifications, and education.

**Cover lette**r - is a 250 - 400-word document that convinces the hiring manager you’re the right person for the job.

**Hard skills** - A degree (or other academic qualification), foreign language skills and computer skills.

**Soft skills** - communication, teamwork and problem-solving.

**TOPIC 6 Employability skills**