Internet Activity Presentation Planner

Introduction to Business
Chapter 21 Getting a Job

In Chapter 21, you learned about the general qualifications most employers are looking for when they hire an employee. When you are ready to begin a job search, you will start with a well-written résumé. Then you will need to determine who to send it to. One way to conduct a job search is to use the Internet. There are a number of Web sites that offer assistance in job searches. Most of them can also help with résumés, and give interview tips. Produce and present a 10-minute talk about two of the job search Web sites available on the Internet. Discuss the features each site offers and the effectiveness of each.

Action Steps for Planning a Presentation
1. Get started by building background knowledge. Read newspaper articles, search the Internet, and make personal phone calls to local experts to understand the issues.
2. Decide on a specific topic. Narrow your focus to a topic that interests you.
3. Research your topic in greater depth. Use books, local media, the Internet, and personal interviews. Take detailed notes and maintain a bibliography as you work.
4. Review your notes and write an outline of your presentation.
5. Plan and create visual aids.
6. Write a draft of your presentation and practice it. Rewrite, practice again, and present.

1. Build Background Knowledge

Did You Know?
Think about these fascinating facts and what they might have to do with searching for a job.
[begin bulleted list]
• According to a report released by the Pew Internet Project, 52 million Americans have hit the Internet in search of a job.
• 80% of available jobs are never advertised, and over half of all employees get their jobs through networking.
• No single Web site will contain all the information available on employment or career opportunities.
• Three out of five job seekers use the Internet.
• The western U.S. is the only area of the United States where the Internet topped newspapers among those seeking jobs.
[end bulleted list]

Questions to Ponder
Think about these questions and what they might have to do with searching for a job.
[begin bulleted list]
• Do job search engines charge for their services?
• How can job search Web sites differ from one another?

- Do all job Web sites distribute résumés to the same people?
- Is there a way to determine which sites are better than others?
- Can you find part-time work using these sites?
- Are internships posted on job search Web sites?

[end bulleted list]

Key Search Words

Use key words to search for Web sites that relate to your topic. List other key words you uncover in your search. Take notes about what you find and review your notes later as you narrow your topic.

employment, interview tips, résumé posting, Monster.com, career advice

_____

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Web Sites

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2. Decide on Your Topic

Narrow Your Focus
Complete the following flow chart to narrow your topic. Choose a topic that interests you and that will also interest your audience. Write a title and a sentence or two about your talk and ask your teacher to approve it or suggest changes.

Finding Employment > Job Search > _____

Title: _____

Description: _____

_____

_____

Approval: _____   Date: _____
                     (Teacher's Signature)

3. Conduct Research

Maintain a Bibliography
In addition to Web sites you use in your research, list books and periodicals you consult, and contact information for experts you interview.

Books

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Periodicals

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Names and Addresses

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4. Write an Outline

Main Ideas and Details
Review your notes and think through the main ideas and details you want to include in your presentation. Put the main ideas in a logical order and list them in outline form as major headings. Include at least two details under each main idea.

I. Introduction

    A. _____

    B. _____

II. Main Idea

    A. _____

    B. _____

III. Main Idea

    A. _____

    B. _____

IV. Main Idea

    A. _____

    B. _____

V. Conclusion

    A. _____

    B. _____

5. Plan Visual Aids

Charts, Graphs, Photos, and Video Clips
Describe the visual aids you plan to use in your presentation or use the space below to sketch charts or graphs you will create.

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Tips on Creating and Using Visual Aids
[begin bulleted list]
Keep them simple, use them sparingly, and make them visible to everyone in the audience.
Explain the content of the aid when you first show it.
When you finish with the aid, remove it or cover it up.
Be prepared to give your talk without visual aids if technical problems occur.

6. Write, Practice, and Present

Rehearsal Time
After writing a draft of your presentation, rehearse by yourself in front of a mirror. Then ask two others to listen and evaluate your talk. Ask them to complete the evaluation form below. Then, use their comments to rewrite and improve your talk. Then, practice again before making your final presentation.

	Evaluator #1	Evaluator #2
1. Did my introduction grab your interest?	_____	_____
2. Did I present my ideas logically?	_____	_____
3. Were my visual aids useful?	_____	_____
4. Did I speak clearly and slowly?	_____	_____
5. Are you interested in learning more?	_____	_____

6. Suggestions for how I can improve:

_____

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