

Cr011 6.3

- How to Start a Speech (by Conor Neill)
- <https://www.youtube.com/watch?v=w82a1FT5o88>

- **achieve** a goal
- **meet** the **requirements/needs** of the company/department
- explore career/study/research options
- be promoted to a position of...
- **run** tests/experiments
- **received** extensive **education**
- intensely studied

- **exceptional** communication skills
- I would appreciate your consideration of my application
- I would appreciate receiving information related to
- I **am equipped with solid** educational preparation/valuable experience supportive of my qualification for a career in
- **make** a positive **contribution to** a position/company/university
- considerable amount of **confidence in** my skills
- This job opportunity is an attractive challenge to me...
- **Seek/look for** an opportunity
- discuss one's qualifications/ **mutually beneficial** possibilities

Sample letter 3

- Dear [],
- I am excited to write to you regarding the open position of the team/association manager at [Chinese Super League]. I saw your job posting on your official website, and I noticed that **1 the job requirements match my career** history/my career history **meets** the job **requirements** perfectly. I have over 10 years of experience **as a competent, diligent, and reliable** referee/team manager/managerial assistant. I **2 have been** consistently providing personalized/customized/individualized service, minimizing administrative errors, and maintaining an efficient team.
- **3 My career highlights include:**
 - **Increasing sales by \$3,000 USD (amount)** per month by **spearheading**/starting new customer service initiatives designed to **personalize/customize/individualize** our **service** and educate our customers
 - Eliminating a paper-only tracking system/Creating an online (paperless) tracking system, **automating (<< automate)** data management that **saved 15** hours of manual data recording per week
 - Recruiting and training **3** assistants in all aspects of managing the mobility of a sports team.

- In my current role at Beijing Not-so-Super League, I was personally sought out (<< seek out) by the corporation to provide advice and strategy to struggling teams. My consulting efforts have **resulted in/caused/brought about** a **significant increase** in (+ NOUN) competitiveness amongst other football associations in saturated markets. **4 I would like to/would love to/I am willing to/I would be willing to/I would be (more than) happy to** provide this level of expertise to your team, and help you **5 achieve your financial/career goal**.
- With my 10 years of experience as a managerial assistant in a football team, I **firmly believe** that I am **6 qualified for/a fit for/a perfect candidate for** this position. **I look forward to (+ NOUN/V-ING)** speaking with you in person/personally. Please let me know if you have any questions.
- Sincerely,
- [Your Name]

- **Audience: Asking Questions**

- A large audience may not get the chance to ask questions until the presenter has finished the talk. How will you make sure your question is as clear and relevant as possible?
- To better structure your question, feel free to use these question frames:
 - 1. What exactly did you mean by.....?
 - 2. Could you go back to what you were saying about.....?
 - 3. How did you arrive at the figure/conclusion/idea of.....?
 - 4. I think I misunderstood you. Did you say.....?
 - 5. You spoke about Could you explain that in more detail?
 - 6. Going/Let's go back to the question of Can you be more specific?
 - 7. You didn't mention Why not?
 - 8. If I understood you correctly, Is that/Am I right?
 - 9. I'm not sure if I fully understood Can you **run through** that again, please?
 - 10. There's one thing I'm not clear about..... . Could you **go over** that again, please?

- Improve Your Speaking (by Conor Neill)
- https://www.youtube.com/watch?v=c8_BlamLESg