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Subject: PERSONAL DEVELOPMENT

- A. Presenting Yourself
- B. Clothing
- C. Attending an Interview

Name:

# Personal Presentation



Personal presentation is all about the way you present yourself to the world. What others see you do and hear you say will influence their opinion of you, so personal presentation is about showing yourself in as positive a light as possible.

## A. Presenting Yourself

I. Complete the sentences:

positive, help, present, code, appropriately, part, good, media, personal, friends, contact

- a) Personal presentation means the way you \_\_\_\_\_ yourself in everyday situations.
- b) How you appear to the world can have a major impact on your ability to get a job, make \_\_\_\_\_ and feel confident.
- c) It is important to make a \_\_\_\_\_ first impression.
- d) What you do and say, as well as your appearance, is all \_\_\_\_\_ of your personal presentation.
- e) This means dressing neatly, being clean and having good \_\_\_\_\_ hygiene, and carrying yourself well.
- f) Whilst people shouldn't judge you on how you look, appearing neat and confident creates a \_\_\_\_\_ impact.
- g) Before starting a job, always check what the dress \_\_\_\_\_ is.
- h) Another part of personal presentation is confidence. Stand tall, pull your shoulders back, make eye \_\_\_\_\_ and smile.
- i) Make sure you paint yourself in a positive light on social \_\_\_\_\_.
- j) Showing you have good personal presentation includes turning up on time, dressing \_\_\_\_\_, and appearing confident and enthusiastic.
- k) Your communication, teamwork and people skills can also \_\_\_\_\_ to present you in a positive way.



2. Choose the correct word in each sentence:

a) Personal presentation is also about effective \_\_\_\_\_.

communication       relationships

b) It is about using or \_\_\_\_\_ appropriate signals for the situation.

talking       reading

c) People who lack self-esteem and \_\_\_\_\_ may not convey their message effectively.

depression       confidence

d) By \_\_\_\_\_ your personal presentation, you improve your communication skills and reduce barriers to understanding.

improving       ignoring

e) Personal presentation is about learning about yourself and accepting yourself, your positives and your negatives, and being \_\_\_\_\_ with yourself.

angry       comfortable

f) Personal presentation is not about being \_\_\_\_\_ or overly concerned with what others think about you.

self-conscious       positive

g) Find ways of appearing more \_\_\_\_\_ even when you are not!

nervous       confident

h) Confidence is a measure of how well we think we may perform certain roles or tasks. Linked to self-esteem, confidence is how we feel about our \_\_\_\_\_.

ability       friends

## B. Clothing

Your clothes must be clean, neatly ironed, easy-to-wear, practical, and well-coordinated. Your clothes should suit the occasion.

I. Describe what you would wear in each of these situations:

a) You are a guest at a formal, family wedding.

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b) You are at the beach with friends, on a hot summer day.

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c) You are at your neighbour's for a barbecue.

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d) You are walking with a friend on a freezing cold winter's day.

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e) You are relaxing at home on a Sunday.

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f) You are shopping for groceries.



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Wearing appropriate clothing at work shows that you care about your job.

2. Read the text:



- Companies spend a lot of time and money working on their image and developing their brand.
- Everything you do when working for a company, is marketing for the organisation.
- Things that create an impression could be an email that you send, a phone call you make or a conversation with a customer.

3. Choose a work context: \_\_\_\_\_

4. Job position: \_\_\_\_\_

5. Write the appropriate clothing:

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Different occupations require different dress codes.

6. Look at the clothes these people are wearing. Write one possible workplace for each.



- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_
- E. \_\_\_\_\_
- F. \_\_\_\_\_
- G. \_\_\_\_\_
- H. \_\_\_\_\_
- I. \_\_\_\_\_



## C. Attending an Interview

7. What about your personal presentation at an interview?

From the moment you meet the interviewer, to the moment you leave the room, you are 'on show'. Make sure that you make a good impression!

Write True (T) or False (F) for each statement:

- a) Ensure that you are well-groomed!
- b) Shoes should be cleaned and polished.
- c) Long hair should be left loose.
- d) Shoes can be broken or old as no-one will see them.
- e) Hair should be neatly groomed.
- f) Beards should be trimmed and tidy.
- g) Nails should be clean.
- h) Strong perfume or cologne is necessary.
- i) Eat a large meal just before an interview.
- j) Your breath should be fresh.
- k) Make sure your clothing is very bright and attracts attention.
- l) Wear clean, pressed clothing.
- m) If you're carrying a bag, document folder or laptop, make sure it's as clean as you are.
- n) Dress in a conservative and professional way.
- o) Wear as much jewellery as you can.
- p) Be shy and talk very little.
- q) Being on time gives a positive impression.
- r) Be confident and smile.
- s) Look down at the floor when spoken to.
- t) Preparing well for your interview will make you feel less confident.



Inappropriate for an interview!