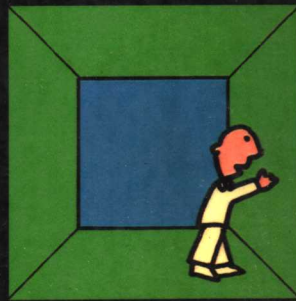
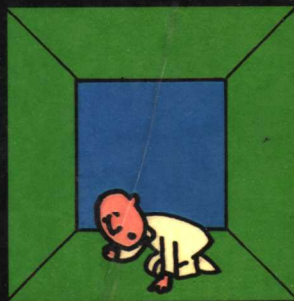
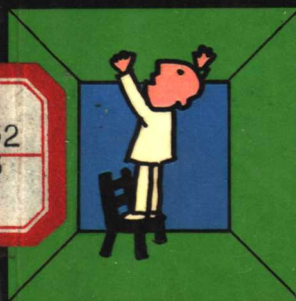
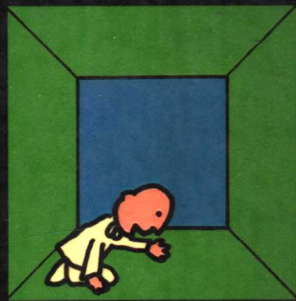
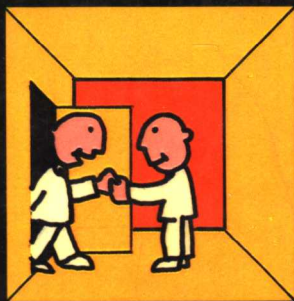
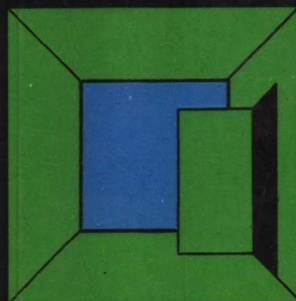
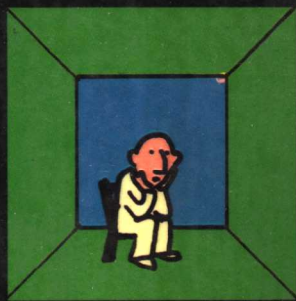
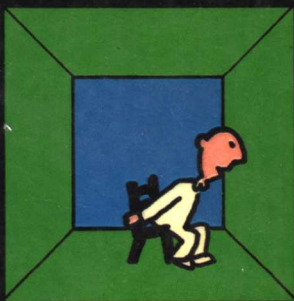
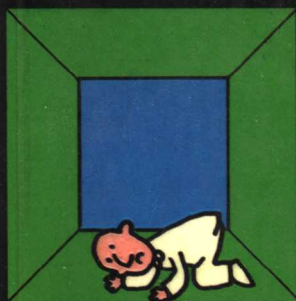


COMMUNICATION SKILLS **TALK YOURSELF INTO A JOB**

Chris Webb



PAPERMAC

Communication Skills

TALK YOURSELF INTO A JOB

Chris Webb

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EDITOR'S NOTE

This workbook in Communication is, like its forerunner "Communication in Practice", intended for young people in their last year of compulsory schooling or early years as college students. Whilst it is generally recognised that appropriate academic qualifications are very useful, if not always essential, in seeking employment or for settling down happily in it, it is not always remembered or understood that there are other aspects of these processes which are equally important. This book deals with these "additional" matters in a way which will, we think, confirm that they are indeed essential elements in becoming a mature person. We know you can build on this foundation and will enjoy using the book.

Henley College of Further Education,
Coventry

HARRY SPENCE
General Editor

ACKNOWLEDGEMENT

To Caroline Eaves and Ann Webb for assistance in presentation and layout.

INTRODUCTION

This is a workbook for developing your *com-* personal development. But personal develop anything from building up your biceps to buying a new suit. This book is centred on one aspect of your personal development,



GETTING A JOB

It aims to concentrate on the skills you need when you apply for a job. This does not mean it is only aimed at people who do not have jobs. If you are already in employment this book should help you in your career progress. If you have not yet started work this book may help to secure the **RIGHT JOB** for you. Either way, working through the exercises will develop your skills in the use of language.

Let's begin with the question of the **RIGHT JOB**.



Your work is vital to you: it defines your life. One of the first questions we ever ask about someone is, "What does he do for a living?"

It is very important that the job you do is one you like. If you are keen and *enthusiastic about your job you are more likely to be successful in it, and what is more, feel happy and contented.* To try to ensure that we really like the job we choose, it may be helpful to ask ourselves one or two questions. Effective communication begins when we start to know ourselves.

NOTE

IN THIS BOOK



MEANS SOMETHING TO DO



MEANS SOMETHING TO REMEMBER

THE SKILLS OF SELF-APPRAISAL

1. TAKE A LOOK AT YOURSELF.

It is natural for most of us to seek out the company of others. There are people who enjoy being alone, but usually this is for short periods. The idea of being completely cut off from everyone else is very frightening to most people.

■ Make a list of all the different groups to which you belong, e.g. family
1.
2.
3.
4.
5.
6.
7.
8.

Many of the people you know, you will have met as part of a group. Perhaps you sit with the same group of people at lunch every day. Maybe you go to the same club every Saturday.



There are lessons in this for anyone interested in people. Being a member of a group is natural to us. It is part of our humanity. Experts believe that people first formed into groups to survive.



A solitary Stone Age man would have been easy prey for a leopard or a sabre-toothed tiger. Collectively, men had more chance of survival.



Man is a GREGARIOUS animal.
Write down the dictionary definition of GREGARIOUS. List six other GREGARIOUS animals. Why do you think they are gregarious?

Definition:

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

Centuries ago the poet John Donne wrote, "No man is an island." By this he meant that we all need other people.



WE NEED OTHER PEOPLE

People do not form into groups by accident. Whichever society scholars study they note the tendency for people to meet and act collectively. It is therefore logical to assume that people come together because they NEED one another.

We need different groups for different things. In our lives different people will serve different purposes.

Refer to the first exercise and list again the groups to which you belong. Now write against them what you consider is the main purpose of the group for you.

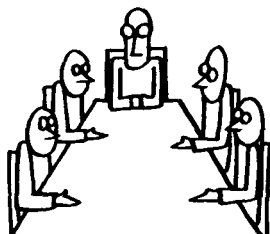
<u>Group</u>	<u>Purpose</u>
e.g. family	security
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

GROUPS SATISFY NEEDS



Unless you are very unusual you have probably begun to find that there are two main types of group in your life. Some groups meet because people want them to meet. Individuals like one another's company, they share a common interest, they enjoy meeting together. These groups are part of a person's social life and are usually defined as, INFORMAL.

The other kind of group is associated with work. It usually meets because it has a job to do. People join the group to perform a particular task, for example, a class in a school, a group of typists, a board of directors. This kind of group is usually called FORMAL.

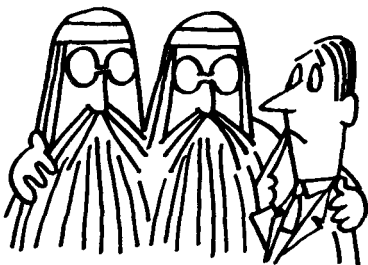


List the groups you belong to under FORMAL and INFORMAL headings.	
FORMAL	INFORMAL
1.	
2.	
3.	
4.	

THERE ARE GROUPS FOR WORK AND GROUPS FOR PLAY

In an ideal job, of course, you would meet people to do your work, but you would also enjoy the work activity and the company of people around you.

In terms of getting to know ourselves however it is probably the **INFORMAL GROUPS** which are most revealing. There is an old proverb which says, "Judge a man by his friends, he can't help his relatives."



IF WE ACCEPT THE IDEA THAT GROUPS CAN SATISFY OUR NEEDS, THEN BY EXAMINING THE GROUPS TO WHICH WE BELONG WE MAY BE ABLE TO FIND OUT SOME OF THE THINGS WHICH MAKE US TICK.

■ List the groups you belong to in descending order according to how much you enjoy being part of them.

1. (most enjoyable)

2.

3.

4.

5.

6.

7.

8. (least enjoyable)

People who study such matters — social psychologists — might suggest that our enjoyment in being part of a group depends upon whether the group satisfies our needs.



If you are a member of a football team it is probably an important part of your social life. If you are doing well and receiving praise from your friends you will enjoy your soccer. If things are going badly for you and criticism is coming your way you will probably begin to feel that you no longer really belong to the team.

This feeling of belonging to a group is sometimes called **AFFILIATION**. If we identify strongly with a group our affiliation is said to be high. If we feel we do not really belong to the group our affiliation is said to be low.

Write down the group to which you feel you have the highest affiliation. Give reasons why you feel you belong to it.

Group

Reason

Now state the group to which you have the lowest affiliation. Why do you think this is?

Group

Reason

The reasons you have given for feeling part of a group will depend upon your personality.



DIFFERENT PEOPLE HAVE DIFFERENT NEEDS

One expert has argued that there are FIVE types of need in people.

- | | | | |
|----|----------------|---|---|
| 1. | SURVIVAL NEEDS | — | the need for basics like food, water and air |
| 2. | SECURITY NEEDS | — | the need for safety |
| 3. | SOCIAL NEEDS | — | the need to belong, to feel accepted |
| 4. | EGO NEEDS | | the need to gain respect from others, to have influence |
| 5. | CREATIVE NEEDS | | the need to fulfil oneself, to create something |

Given that the vast majority of people in our country today have the first two needs satisfied, it is probably a combination of the last three needs which affects our affiliation to a group.



List the groups you belong to according to which you think they mainly satisfy.

SOCIAL needs	EGO needs	CREATIVE needs

The analysis you have just done should reveal something about your own personal needs. If most of your groups are listed under the EGO heading this could suggest that these needs are strongest in you, and the same could, of course, apply to the other categories.



DIFFERENT GROUPS SATISFY DIFFERENT NEEDS

Many people assume that a job is only about money. They argue that the only satisfaction in a job is the pay packet at the end of the week. But the whole point of our work on groups is to show that there should be more to a job than money because our working



life is as much about needs being satisfied as is our social life. Human beings need more from life than just survival. A job should satisfy all our needs if it is to involve us fully.

When you think about the percentage of waking hours spent at work it should



become obvious that to be fully satisfied in a job you need to be interested in it and feel that you belong amongst your workmates.



WORK SHOULD BE ENJOYABLE

But to be contented at work you should have a clear idea of what you want to get out of a job. It should be a job which will give you a chance to satisfy all of your needs, not just provide you with money.

Say how the job you have chosen (or are thinking about) satisfies the following three needs (if, of course, you think it does).

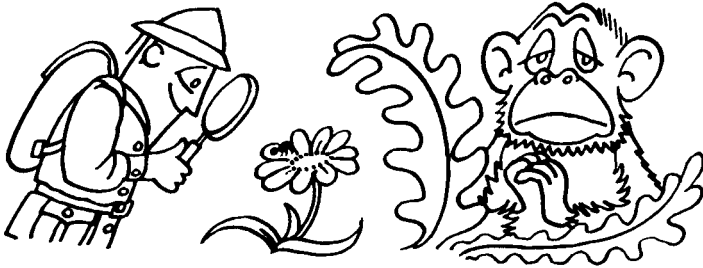
SOCIAL

EGO

CREATIVE

What is the most important need for you? Why?

CHOOSE A JOB WHICH PROMISES TO INVOLVE YOU



TAKE A LOOK AT YOURSELFTHINGS TO TRY

- A Write an essay on any of the following:—
My ideal job
How I see myself in ten years' time
Job satisfaction
- B Describe yourself as seen by:—
1. your father
2. someone who teaches you
3. your best friend
4. someone meeting you for the first time at interview
- C Give an account of any occasion when you have felt loyalty to someone. What is loyalty? Why did you feel it?
- D Have you been part of any group, at school, college, work or outside, which has broken up? Try to describe why it broke up.
- E Imagine you have been put in charge of a small group of people. Design a slogan — maximum ten words — to remind your group that it is important to cooperate and work together.
- F Imagine you are giving a reference for yourself. Write comments about your personality, character, abilities, aptitudes, etc. for a prospective employer.