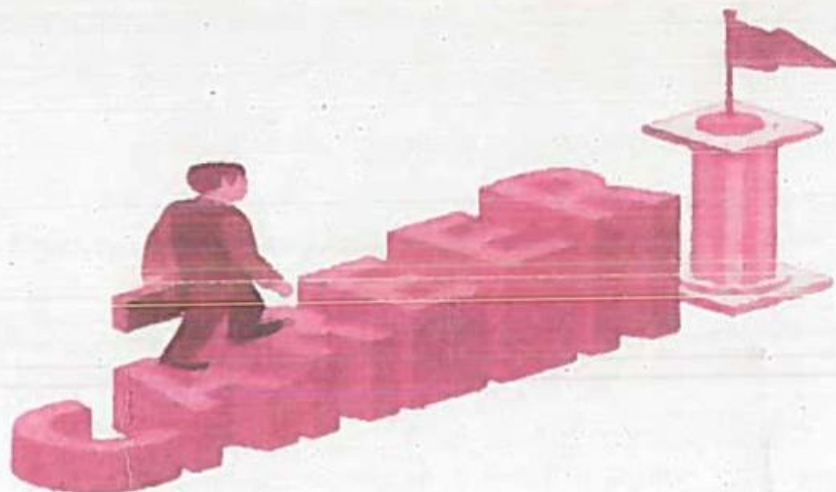


Choice of Career

By the end of the unit, the students will be able to:

- skim text to:
 - have general idea of the text.
 - infer theme/ main idea.
- analyze passages in the text to identify the theme/ general subject, key idea/ central thought (a statement about the general subject), and supporting details.
- apply critical thinking to interact with text, use intensive reading strategies (while-reading) to:
 - scan to answer short questions.
 - distinguish between what is clearly stated and what is implied.
- analyze the order of arranging paragraphs
- comprehend/interpret text by applying critical thinking.
- use summary skills to:
 - extract silent points and develop a mind map to summarize a text.
 - follow a process or procedure to summarize the information to transfer the written text to a diagram, flowchart or cloze paragraph.
- analyze and compare various business letters, to write effective business letters in extended social environment for various purposes (complaint, appreciation, request, asking for and providing information, etc.
- identify the parts of a business letter.

- recognize the audience and purpose.
- provide clear and purposeful information and address the intended audience appropriately.
- use appropriate vocabulary, style and tone according to the relationship with, and the knowledge and the interests of the recipient.
- emphasize the central idea(s).
- follow the conventions of business letter with formats, fonts, and spacing in order to improve the document's impact and readability.
- write and revise business letters using correct format and style of expression.
- create and deliver group /class presentation on various themes problems and issues:



Choice of Career

The Career Information
& Assessment Center
University Town Peshawar
February 10, 2020

Dear Kashif,

In your letter you have asked me for the selection of career for you. I, however, think that this is the decision you should make on your own; because choosing a career is one of the most important decisions you will make in life. It's about so much more than deciding what you will do to make a living. To start with, think about the amount of time we spend at work. We are on the job approximately 25% of every year. Over our lifetimes, this comes to roughly 11½ years out of the 35 years most of us spend working, from the beginning of our careers until retirement. The importance of selecting a career with which we are satisfied cannot be overemphasized. While some people are lucky enough to just know what they want to do and end up in satisfying careers without giving it much thought, most of us are not. Many people don't put enough effort into choosing occupations or pick them for the wrong reasons. Maybe they choose careers that seem secure or pay well. They then end up unhappy. The best way to make sure that doesn't happen to you is to make a well-thought out decision. I would like to give some pragmatic suggestions that will help you in the selection of career.

The first step in your choice of career is self-assessment and retrospection: What do I know about myself? Determining what your skills are, what you enjoy doing, and what is important to you in your work and life is part of the process of self-assessment, which is fundamental to

career development. Knowing what matters to you makes it so much easier to make your way to a great job. You should also take time to examine the activities you like to do when you're not working. Your hobbies and leisurely pursuits can give you great insight into future career paths.

It should, however, be kept in mind that nothing is constant except change. Everybody changes, as do our likes and dislikes. Something we loved doing two years ago may now give us displeasure. Always take time to reflect on the things in your life that you feel most strongly about. Make a list of your likes and dislikes, needs and wants. Reflect on your current career path. If your job and career fall under "LIKE", you know that you are still on the right path. Take time to understand your interest and the motives that drive your sense of success and happiness.

After you've identified your interests, search for occupations. For example, if you like children or reading, explore a career in early education or library sciences. Careers such as day care worker or paediatric nurse, elementary or montessori teacher are also options that allow you to work with children. Similarly, if you take initiative in helping others and assist people in their critical state, you can opt for medical profession and so on.

Now that you've focused on a specific career based on your interests, identify the education, knowledge and skills it requires. Some careers may be started with a high school diploma; others may require a two-year or four-year degree. Some fields require certification for your chosen path. For example, if you chose a career in project management, you may find that certain positions require a certification. If you want to be engineer you will have to plan your career accordingly. Moreover, if you are good at mathematics and numeracy better to opt for management accounting or finance.

It is worth noting that you should consider factors beyond personal preferences. What is the current demand for the field that you have chosen. If the demand is low or entry is difficult, are you comfortable with risk? What qualifications are required to enter the field? Will it require additional education or training? How will selecting this option affect you and others in your life? Gather advice from friends, colleagues, and family members and also interact with those who are already in this field. Consider potential outcomes and barriers for each of your final options.

If you are pragmatic and practical in your choice of career then create your "career action plan". It's important to be realistic about expectations and timelines. Day dreaming, over expectations and setting unrealistic goals may detract you from your dream job. Write down specific action steps to take to achieve your goals and help yourself stay organized. Check them off as you complete them, but feel free to amend your career action plan as needed. Your goals and priorities may change, and that's perfectly okay.

It is hoped that these suggestions and steps will serve as beacon in choosing your career. If you have any queries or confusion regarding the choice of your career, do not hesitate to ask. I wish you the best of luck for your future career.

With Kind regards,
Dr. Jamshed

Glossary

WORDS	MEANING
career	an occupation undertaken for a significant period of a person's life and with opportunities for progress
montessori	a system of education for young children that seeks to develop natural interests and activities rather than use formal teaching methods
motives	a reason for doing something
numeracy	the ability to understand and work with numbers
pediatric	relating to the branch of medicine dealing with children and their diseases
pragmatic	dealing with things sensibly and realistically in a way that is based on practical rather than theoretical considerations
reflect	think deeply or carefully about
retrospection	the action of looking back on or reviewing past events or situations, especially those in one's own life

Reading Comprehension

Answer the following questions.

1. What is the dominant theme of the letter?
2. Why doesn't the career expert mention any specific profession as career?
3. Why is the decision of choice of career considered the toughest? Give examples from the text of the letter.
4. What is self-assessment? How far is it helpful in the choice of career?
5. Summarize the text of the lesson and extract the main points of the process of career choice. Now transfer the salient points of the process of career choice into flow chart and critically analyze the process.
6. Evaluate the steps of career choice and tell how effective or otherwise they are for your choice of career.

Writing Suggestions

Letter Writing

Writing a Formal Letter

Rules for Writing Formal Letters in English

In English there are a number of conventions that should be used when writing a formal or business letter. Furthermore, try to write as simply and as clearly as possible, and not to make the letter longer than necessary. Remember not to use informal language like contractions.

Addresses:

1) Your Address

The return address (your address) should be written in the top left corner of the letter (avoid putting commas or full stops at the end of lines).

Date:

Write this after your address. Write the month as a word — 10th April 2010.

2) The Address of the person you are writing to

The address should be written on the left, starting below your address.

Salutation or greeting:

1) Dear Sir or Madam,

If you do not know the name of the person you are writing to, use this. It is always advisable to try to find out a name (a comma is needed).

2) Dear Mr. Abrar,

If you know the name, use the title (Mr., Mrs., Miss/Ms., Dr, etc.) and the surname only. If you are writing to a woman and do not know if she uses Mrs. or Miss, you can use Ms, which is used for both married and single women. (Note the comma after Mr. Abrar).

Ending a letter:

1) Yours faithfully,

If you begin your letter with 'Dear Sir/Madam,' end the letter this way.

2) Yours sincerely,

If you begin your letter with 'Dear Mr. Abrar', end the letter this way.

3) Your signature

Sign your name, and then print it underneath the signature. If you think the person you are writing to might not know whether you are a man or a woman, put your title in brackets after your name.

How to Write a Formal Letter

First paragraph

The first paragraph should be short and should state the purpose of the letter — to make an enquiry, complaint, request something, etc.

Middle Paragraph(s)

The paragraph or paragraphs in the middle of the letter should contain the relevant information behind the writing of the letter. Most letters in English are not very long, so keep the information to the essentials and concentrate on organizing it in a clear and logical manner rather than expanding too much.

Last Paragraph

The last paragraph of a formal letter should state what action you expect the recipient to take — to refund, send you information, etc.

Example of a Formal Letter with layout

The example letter below shows you a general layout for a formal letter.

Formal Letter Layout

Use this letter layout when you write your letter.

The diagram illustrates the layout of a formal letter with the following components and labels:

- Your address**: Points to the top-left box.
- Date**: Points to the top-right box.
- Name, job title, and address of the person you are writing to.**: Points to the second box from the top.
- Insert Sir/Madam or Surname Name with title (Mr. Ms. Mrs. Dr. etc.)**: Points to the third box from the top.
- Dear**: Points to the fourth box from the top, which contains the word "Dear" followed by a line.
- Topic sentence — what is the letter about**: Points to the fifth box from the top.
- Main body of letter**: Points to the sixth box from the top.
- Yours sincerely if you know the recipient's name. Yours faithfully if you do not.**: Points to the seventh box from the top, which contains the word "Yours" followed by a line.
- Signature**: Points to the eighth box from the top.
- Your name**: Points to the ninth box from the top.

35-D3,
Zone-3 DI Khan
30 Sep. 2014

Mr. Abrar Khan
The News
107 - The Mall
Peshawar

Dear Mr. Abrar

I am writing to enquire about the possibility of holiday work with your company this summer. I am very interested in gaining some experience working for a newspaper.

For the last two years I have been editor of the student magazine at my school. Next year I am planning to do a one-year course in newspaper journalism.

I have good computer skills and am accurate in written English.

I very much hope you have a vacancy for me. I enclose a copy of my CV and look forward to hearing from you soon.

Yours sincerely
Muhammad Ziad

Activity: Write a letter to a company manager for the post of an accountant.

Oral Communication

Prepare a ten minutes class presentation on the choice of career and show your career path through flow chart and also show the steps of your action plan through flow chart.

Teacher's Guideline:

Tell students various positions and methods of writing date in letters, also tell them that letters are written in block as well as semi-block format.