



## The Vientiane College Diploma - Module Overview

### DIPPP113 Personal and Professional Portfolios

#### Overview of the module

Do you want to improve your chances of getting a scholarship or job? This module will equip you with the necessary English skills and a greater understanding of the application processes. Topics such as writing a CV for a scholarship application or professional job, researching and analysing job advertisements, and experiencing the interview process will be explored. The module also focuses on the scholarship application process including responding to writing tasks. You will finish the module having created a digital portfolio in English of useful documents which can be used in your personal (academic) and professional life.

#### Key questions explored in the module

- What do I need to understand when applying for a scholarship or job?
- What skills can help me with the recruitment process?
- How can I improve the quality of my ideas and language in writing and speaking?
- What do I need to take notice of in a scholarship or job interview?
- How can I see myself in a way that is most appropriate to the context?

#### Skills

This module will help you improve your English language skills with a special emphasis on:

- researching effectively and critically analysing prospective university courses or jobs
- creating and then adapting a CV and crafting a cover letter so it can be used for different purposes
- filling in forms related to university or job applications accurately
- understanding how to effectively communicate and 'sell myself' in a precise and professional manner during an interview
- articulating a relevant, meaningful and precise answer to common short answer or essay questions

#### Performance Tasks

In this module you will:

- create a CV which is adapted to different contexts
- write a cover letter
- experience a mock interview
- complete an online form in Google Docs similar to those expected in a scholarship application
- compose several essay question responses

