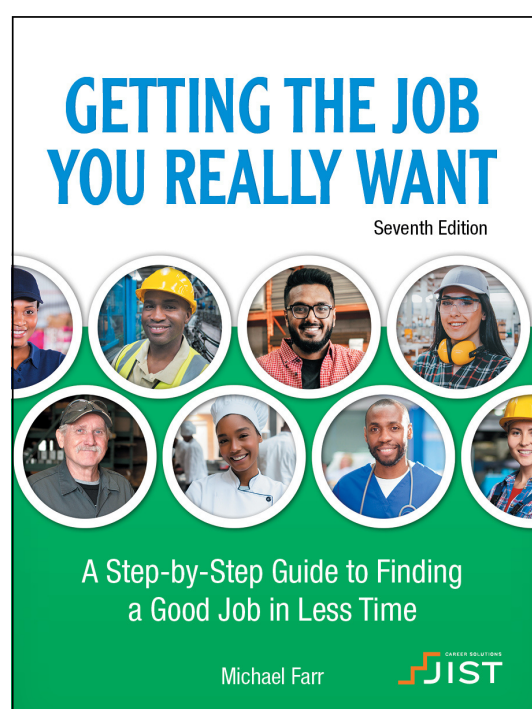


INSTRUCTOR RESOURCES

Getting the Job You Really
Want, Seventh Edition



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ABOUT THE INSTRUCTOR RESOURCES

The Instructor Resources include all the material you need to plan your course, teach the content covered, and assess student progress and mastery.

PLANNING

Use these materials to prepare for teaching the course.

Course Introduction: This information gives a straightforward preview of what to expect throughout the course.

Chapter Objectives: This document streamlines the overall chapter objectives into one location.



DELIVERY

Use these materials to demonstrate and reinforce the content taught in the course.

PowerPoints: These documents can be used in class to supplement each chapter.

Lesson Plans: These documents provide an overview of each chapter.

Internet Activities: These optional exercises guide students through online research scenarios.

Discussion Questions: Questions for each chapter designed to stimulate conversation and debate about proper etiquette and procedures.

Additional Resources: Optional worksheets and exercises separated out by chapter.

ASSESSMENT

Use these materials to evaluate student performance and track student progress.

Quizzes: Short quizzes for each chapter to aid in evaluating student retention of chapter content.

Rubrics: Detailed rubrics for evaluating student work and prompting continued discussion.

