Basics – paragraph writing

For this activity, the focus is on structuring your paragraphs so that you are providing detail. Find a structure that works for you and stick with it. You might like to try one of the structures in the text boxes. These questions relate to task books 2 and 3. They are based on the syllabus points. If you struggle with writing paragraphs for some of these questions, then create dot points of information that you would include instead.

1. Explain why work/life balance is important.
2. According to Super, how does a person’s career develop?
3. Outline Krumboltz’s Happenstance Theory.
4. Select a self management strategy and explain how you use it in your career development.
5. Describe the importance of continual personal learning.
6. Select one form of professional learning and explain how you would apply it to your career development.
7. Differentiate between a hidden job market and an open job market.
8. Identify three changes in the workforce that can provide opportunities your individual career development.
9. For each of the processes used in performance management, outline 2 advantages and 2 disadvantages.
10. Explain how digital workplaces are changing the way businesses operate.

**Basics**

Definition –define key terms

Explanation –state what the concept is, its relevance, who is effected and how etc

Example –provide a real world example, be specific

**Using the W’s**

What (also could be definition)

Why (why is this happening, what has caused it?)

When (dates that it is happening, the theory was developed etc. This is not always relevant)

Who (is involved, effected and how)

What (what are the implications, repercussions of this?)

Example (real world, specific examples are always good to demonstrate your understanding of a theory beyond what a textbook says. Examples demonstrate your ability to apply theory into practice)