

Dr. Ochis' Handbook for Student Success

Adapted for ASE-HRM 2024-2025

[Est. Reading Time: 15:00 min | Est. Watching Time: 90 min]

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1. How to E-mail Professionally

[for your supervisor or your professor]

YouTube Video. How to Email Your Professor (or Boss) the RIGHT WAY! [9:13min].

https://www.youtube.com/watch?v=9_79H2-Jiul

Useful Templates. https://templatelab.com/professional-email-examples/#google_vignette

Note: The above link provides many templates for professional emails for school, jobs, internships, etc. It also includes tips and recommendations.

Writing a professional email is an essential skill for academic and career success. A well-structured email respects the recipient's time and helps you communicate your message effectively. Here's a simple guide to crafting professional emails:

1. Subject Line

Always include a subject line that reflects the purpose of your email. It should be concise and relevant, making it easy for the recipient to understand your email.

Example Subjects:

- "Question About Assignment Due Date"

- "Request for Meeting Next Week"
- "Inquiry Regarding Internship Opportunities"

2. Greeting

Begin your email with a polite greeting. Use the recipient's name if you know it, and always address them with the appropriate level of formality based on your relationship.

Examples of Greetings:

- "Dear John"
- "Dear Professor"
- "Hello Dr. Smith"
- "To Whom It May Concern" (use this only if you're unsure of the recipient's name, such as when emailing a company or department).

3. Stating Your Purpose

Clearly state the reason for your email early on. Be direct but polite, and provide enough context for the reader to understand and respond appropriately.

Examples of How to State Your Purpose:

- "I am writing about..."
- "I am looking for help with..."
- "Do you have any information regarding..."
- "I am writing to inquire about..."

4. Closing Remarks

Before ending your email, acknowledge the reader's time or effort and express appreciation for their assistance or response. This will leave a positive impression and encourage a timely reply.

Examples of Closing Remarks:

- "Thank you for your help."
- "I look forward to hearing from you."
- "Thank you for your time."

5. Closing and Your Name

Always end your email with a courteous closing, followed by your name.

Examples of Closings:

- "Best regards, [Your Name]"

- "Sincerely, [Your Name]"
 - ✓ By following these simple steps, you can ensure your emails are professional, straightforward, and well-received!
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2. How to Take Notes (for your classes and meetings)

Recommended (not mandatory system): **The Cornell Note-Taking System**

YouTube Video. What Are Cornell Notes? [1:00]

https://www.youtube.com/watch?v=HEsBd_Rgzfs

YouTube Video. How to Use Cornell Notes [4:00 min]

https://www.youtube.com/watch?v=nX-xshA_0m8

Note-Taking for Student Success

Throughout your academic and professional journey, you'll encounter many meetings and lectures—whether on Zoom, in person, or in spontaneous conversations. Having an effective system to capture and organize your notes is key to staying on top of things. One popular method is the Cornell Note-Taking System, a structured approach that can help you take organized, efficient notes.

What Are Cornell Notes?

The Cornell Note-Taking System is designed to make your notes more organized and more accessible to study. It involves dividing your page into three sections:

1. **Note-taking area:** The most extensive section, where you jot down key points during the lecture or meeting.
2. **Cue column:** A smaller section on the left where you write questions or cues that prompt recall of the information.
3. **Summary area:** At the bottom, where you summarize the main ideas after the session.

This method helps you structure your learning, making reviewing and retaining information more accessible.

How Should You Take Notes?

Taking notes effectively is a skill that varies depending on the situation. Whether you're learning in a classroom or attending an online lecture, physically writing your notes helps solidify your understanding and memory more effectively than typing.

Research has shown that handwritten notes are more beneficial for comprehension and retention than typed notes. However, the key is experimenting with different techniques and finding what works best for you.

Consider Your Purpose

Before taking notes, think about how you'll use them later. This will shape how detailed or focused your notes need to be. For example, ask yourself:

- Will I need these notes to **study for a test**?
- Will I use them to **generate ideas for a paper**?
- Do I need to develop **talking points for a project or presentation**?

Tailoring your note-taking method to your purpose ensures that your notes will serve you well when you need them.

What Should You Write?

Trying to write down every word a professor or speaker says can be tempting. But be careful—this can cause you to miss the broader concepts and connections. On the other hand, if you don't write enough, your notes might lack substance when you need them later.

Find a balance by capturing **key ideas** and **essential details** without overloading your notes.

What Are Good Notes?

Although everyone has their style, there are some standard features of practical notes:

- Use **abbreviations and symbols** to save time.
- Focus on **main ideas** and capture essential details.
- Incorporate a mix of formats, such as **definitions, outlines, bullet points, and diagrams**.

There is no one "right" way to take notes, but knowing what works for you in different situations will make your note-taking much more effective.

Create Notes You Will Use

Good notes are notes that you'll find helpful later. They don't need to be overly detailed or too brief—the key is to find the right balance that helps you review, understand, and apply the material effectively. Experiment with

different techniques, such as the Cornell method, mind mapping, or outlining, to discover what makes your studying more productive. Happy note-taking!

3. How to Give Feedback (for your peer reviews and at work)

YouTube Video. How to Give & Get Constructive Feedback | Dr. Grant & Dr. Huberman [10:54]

<https://www.youtube.com/watch?v=sPWRjjj2iok>

YouTube Video. How to Give Constructive Feedback - Full Role Play | Xenium HR [1:34]

<https://www.youtube.com/watch?v=5cb8BeNuRCU>

YouTube Video. How to Give Negative Feedback Without People HATING YOU! 3-Steps to Giving Negative Feedback at Work [7:32]

<https://www.youtube.com/watch?v=t44Xutg9Qjs>

Notes on Giving Feedback for Class

1. Purpose of Feedback

- To provide constructive criticism that helps peers improve.
- To reinforce positive aspects of a presentation or project.
- To foster a supportive learning environment.

2. Types of Feedback

- Positive Feedback: Highlight strengths and practical elements of the presentation.
- Constructive Feedback: Offer specific suggestions for improvement without being overly critical.

3. Structure of Feedback

- Start with Positives: Begin with what was done well to create a positive atmosphere.
- Be Specific: Use examples to illustrate points. Instead of saying, "Good job," say, "Your use of visuals enhanced your message."
- Focus on Behavior, Not the Person: Critique the work or presentation, not the individual. This helps avoid defensiveness.
- Offer Suggestions: Provide actionable advice on how to improve. For instance, "Consider practicing your pacing to enhance clarity."
- Encourage Questions: Invite the recipient to ask for clarification or further discussion on your feedback.

4. Delivery of Feedback

- Be Mindful of Tone: Use a friendly and supportive tone to convey your message.
- Use "I" Statements: Frame feedback from your perspective to make it less accusatory. For example, "I felt that the introduction could be more engaging" instead of "You need to improve your introduction."
- Maintain Eye Contact: This shows you are engaged and sincere in your feedback.

5. Follow-Up

- Check-In: After providing feedback, follow up with the individual to see if they have questions or need further assistance.
- Encourage Self-Reflection: Ask the individual how they felt about their performance and what they think they could improve.

Importance of Feedback

1. Enhances Learning and Growth

- Feedback is essential for personal and academic development. It helps individuals recognize their strengths and areas for improvement, leading to enhanced skills and knowledge.

2. Promotes Engagement

- Providing feedback fosters a culture of open communication and collaboration. It encourages students to engage more deeply with the material and each other.

3. Builds Confidence

- Positive reinforcement through feedback can boost confidence and motivation. When students receive acknowledgment for their efforts, they are more likely to take risks and participate actively.

4. Facilitates Improvement

- Constructive feedback offers specific guidance that can lead to tangible improvements in performance. It helps individuals understand what works and what doesn't, allowing them to refine their skills.

5. Encourages Critical Thinking

- Giving and receiving feedback encourages critical thinking. It requires individuals to analyze their work and the work of others, fostering a deeper understanding of the subject matter.

6. Strengthens Relationships

- Feedback can strengthen relationships between peers and instructors by establishing a foundation of trust and respect. It shows that individuals care about each other's success and are willing to invest time in helping one another.

4. How to Give Presentations (for your classes and at work)

! Follow the instructions in the first three videos for all presentations for this class !

YouTube Video: How To Organize A Persuasive Presentation [7:38min]

<https://www.youtube.com/watch?v=jnfoFN7TBhw>

YouTube Video: 7 Public Speaking Tips for Beginners [7:16min]

https://www.youtube.com/watch?v=Ns_z4wEtdRM

YouTube Video: Create An Awesome Slide Deck [17:22]

<https://youtu.be/6bSOAl1i8bw>

YouTube Video: 6 Tips To Improve Your Public Speaking [5:20min]

<https://youtu.be/uOVIEIR4rBU>

YouTube Video: How To Present Properly - Part 2 [5:58min]

<https://youtu.be/zr10IArchuk>

YouTube Video: How To Present Properly - Part 3 [11:16min]

<https://youtu.be/JQHTiFLabew>

YouTube Video: How To Present Properly - Part 4 [2:15min]

<https://youtu.be/n7dkXvIFDTM>

YouTube Video: How To Present Properly - Part 5 [9:42min]

<https://youtu.be/msvmLIAkOno>

The Importance of Learning How to Present

Learning presentation skills is crucial for HR professionals and students, significantly impacting their effectiveness in various roles. For HR professionals, strong presentation skills are essential for conducting training sessions, facilitating meetings, and communicating policies and procedures to employees at all levels. These skills enable them to convey critical information, foster engagement, and inspire confidence in their audience. Mastering presentation skills prepares HR students for future responsibilities, such as presenting recruitment strategies, delivering performance reviews, or leading diversity initiatives. Additionally, being able to present confidently enhances their ability to communicate ideas, making them more competitive in the job market.

The Importance of Public Speaking

Public speaking skills are crucial for professional and personal success, despite some students feeling they know enough about it or believing they won't need to speak often. Addressing speaking anxiety is essential, as it is common and manageable with practice. Learning public speaking enhances organizational skills, research abilities, adaptability, and understanding of persuasive techniques, which are beneficial across various disciplines and life situations.

Audience Analysis in Speech Preparation

- Audience analysis is essential in tailoring the message to effectively meet speech goals, considering demographics such as age, gender, race, religion, and education.
- Good speakers should identify commonalities and differences within their audience to avoid alienating listeners.
- Psychological audience analysis focuses on the audience's attitudes, beliefs, and values, impacting how messaging is received and interpreted.
- Establishing credibility and engaging delivery is vital to fostering a positive relationship with the audience.

Selecting and Narrowing Speech Topics

- Choosing a suitable speech topic involves understanding the general purpose (to inform, persuade, or entertain) and requires brainstorming potential ideas.
- An effective specific purpose statement should be audience-centered, clearly reflecting the objective of the speech, and realistic in scope.
- Once a topic is selected, a thesis statement summarizing the central idea must guide the speech's content.
- The thesis statement should be clear and assertive for persuasive speeches while remaining factual for informative ones.

General Purposes of Speeches

Speeches typically serve three general purposes: informing, persuading, or entertaining. Topics for speeches can vary widely and might include contemporary issues, historical events, or personal anecdotes aligned with the speech's purpose. The speaker should consider elements of engagement and relevance when preparing their speech, particularly in maintaining audience interest.

Drafting Purpose and Thesis Statements

- A specific purpose statement articulates the objective of the speech, while a thesis statement encapsulates the central idea to be discussed.
- Both statements should guide the preparation process and be aligned with the speech's audience and purpose.
- Revising these statements throughout the writing and planning process is vital for the clarity and direction of the speech content.

Types of Supporting Material

- Supporting material for speeches can include examples, explanations, statistics, analogies, and visual aids.
- A balanced combination of supporting materials can enhance audience engagement depending on the context of the speech subject.
- Relevance to the audience is critical when selecting which types of supporting material to utilize for a speech.
- Including personal anecdotes can also strengthen the connection to the audience and underscore critical points in the speech.
- Visual aids can enhance understanding and retention of the speech content, making research and preparation critical.

Key Takeaways from Speech Preparation

- Public speaking training develops transferable skills beneficial in college, career, and personal relationships.
 - Audience analysis, including demographics and psychographics, is essential for tailoring speech content.
 - Understanding the speech's general and specific purposes early helps focus research and writing.
 - Brainstorming topics based on personal interests and narrowing them down through audience analysis is beneficial.
 - A thesis statement encapsulates the central idea of the speech, anchored by supporting material for coherence.
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5. How to Prepare for Exams

The following videos are essential for preparation:

1. *7 Tips and Strategies for Answering Multiple Choice Questions / Test-Taking Strategies* <https://youtu.be/0aF7G0TMh7M>
2. *TYPES OF READING / Scanning Skimming Intensive Extensive / Reading Comprehension / ELC* <https://youtu.be/X5yJRAOIA1U>
3. *Test Taking Strategies* <https://youtu.be/uzZ3mDF1hns>
4. *CASE STUDY ASSESSMENT QUESTIONS & ANSWERS!* https://youtu.be/Eh_7otmafJY
5. *How To Become A Straight A Student by Cal Newport - 5 Best Ideas - Animated* <https://youtu.be/Ga43PuCPAgk>
6. *How to Become a Straight A Student - Cal Newport [Mind Map Book Summary]* https://youtu.be/Q_w_YqUTJQw
7. *ADHD Study Tips (how to regain control)* <https://youtu.be/F7PX4ZKZ3Cg>
8. *How to write a good essay* <https://www.youtube.com/watch?v=liyFKUFCQno>
9. *#OXFORD tutor breaks down what makes a GREAT essay!!* <https://www.youtube.com/watch?v=RykrwrMMv8s>
10. *What is a case study - Tips to mastering case study. How to read efficiently?* <https://www.youtube.com/watch?v=RykrwrMMv8s>
11. *Top 3 Test Taking Strategies for Answering True or False Questions* <https://youtu.be/ncUNgstfXcI>