

国際ビジネス・コミュニケーション1

月曜4限・学部・2.0単位

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2011年5月2日 (Lecture 4)

UNITY セミナー室4

今日のアジェンダ

- 事務事項(グループ分け)
- 英文レジュメ(コメント)
- 今後の予定
- Informational Interviewについて

グループ分け

1. Team **Kras** --- L: 林(リン)・柴田・荒川・小門
2. Team **さる** --- L: 向井・大岡・水野・井筒
3. Team **My Pace** --- L: 福島・岡島・曹・芳尾
4. Team **Sary** --- L: 砂田・高井・小池・加柴
5. Team **Global** --- L: 炭原・志岐・花城・吉岡
6. Team **エイタ** --- L: 新井・大熊・安福・山西・鄭
7. Team **Kinki** --- L: 豊富・浦上・武藤・藤本・松代
8. Team **伊右衛門** --- L: 石田・岩佐・河野・井上・佐川
9. Team **Ringo Star** --- L: 陰野・池本・辻・藤井
10. Team **関西** --- L: 松原・徳永・池田・藪下・白敷

英文レジュメ(コメント)

□ スタイル・文法・表現

- 学(在)籍の表記 — (expected in March 2012)
- 経験の具体的な表記 — 過去の経験には、過去形動詞から、現在も継続しているものには現在形動詞で。スタイルを統一。

□ アピール手法・その他

- 手法以前に、アピール材料にかけるという現実。
- 学生生活の過ごし方を常に意識しておく。
- 社会人になって就職後も、1~2年に一度は更新。

今後の予定

- Informational Interview の解説 ① (5/9) HW: 訪問先検討
- Informational Interview の解説 ② (5/16) HW: アポ・メール文
→ 訪問先報告
- カバー・レターの書き方 ① (5/23) HW: サンプル・初稿
→ アポ・メール文提出 (グループ)
- カバー・レターの書き方 ② (5/30) HW: ピア・レビュー・第2稿
→ CL サンプル・初稿提出
- カバー・レターの書き方 ③ (6/6) HW: 課題1の仕上げ
→ CL ピア・レビュー・第2稿提出

Informational Interview

□ Informational Interview とは？

[Para 1] Here's a startling statistic: One out of every 200 resumes (some studies put the number as high as 1,500 resumes) results in a job offer. One out of every 12 informational interviews, however, results in a job offer. That's why informational interviewing is the ultimate networking technique, especially considering that the purpose of informational interviewing is not to get job offers. Job offers just happen to be a delightful side benefit to this valuable practice.

[Para 2] Informational interviewing is just what it sounds like -- interviewing designed to produce information. What kind of information? The information you need to choose or refine a career path, learn how to break in and find out if you have what it takes to succeed. Informational interviewing is an expanded form of chatting with your network contacts. It's the process of spending time with one of your network contacts in a highly focused conversation that provides you with key information you need to launch or boost your career.

Informational Interview

[Para 3 & 4] most people screen jobs and companies after they've already taken a job, while informational interviewing gives you the opportunity to conduct the screening process before accepting a position.....An informational interview is not the same as a job interview by any means, but it is probably the most effective form of networking there is.....

[Para 5] When you are considering entering or changing to a certain career path, it just makes all kinds of sense to talk to people in that field. Yet most people never do. They trust their professors, textbooks, or romantic notions about professions gleaned from TV or movies. When you really think about it, you miss out on an incredible opportunity if you fail to research your career field by talking to people in it.

[Para 6] The best way to learn what you really want in a career is to talk with the people in that career field. Because of the exploratory nature of informational interviews, they are particularly effective for those, such as college students, who are just embarking on their careers. They are also an excellent tool for career-changers who want to find out what's involved in the career they are considering entering. Even for those who don't wish to change careers but do want to change jobs, informational interviews can be a helpful way of discovering what working for other companies would be like.

Informational Interview

□ 次回までの課題

1. リーディング課題

Quintessential Careers, “Informational Interviewing Tutorial,”
http://www.quintcareers.com/informational_interviewing.html

2. グループ内でインタビューに行く業界、企業、業種、
具体的なコンタクト先などについて話し合いを始める。
(フリー・トレードOK)

提出物なし。

但し、これまでの履歴書・略歴(日本語)、レジюме(英語)の提出が出来ていない人は、メールで提出すること。info@knakashima.net