



1. Motivation
2. Structure of training sessions
3. Your task: Report and Presentation on a particular career/employment opportunity; guidelines on Report.
4. Assessment criteria, and feedback
5. Report writing [generic]
6. Examples
7. Conclusion

## Premise:

Effective communication is essential in virtually all human activity

Ensuring your employability is a key outcome of your degree programme

## Task:

Research and prepare a report

Prepare a talk on that report to be given to your peers

Topic: A particular career /employment opportunity

## Learning outcomes:

To develop skills to research a specific topic

To develop writing skills to report technical/non-technical information [prepare for project reports, research review etc.]

To develop skills to make a persuasive case (for the job/sector and for yourself)

To develop communication skills to give an effective oral report on your findings

To develop the ability to listen to, question and learn from the talks of others

To achieve a set goal within a defined time

To raise your awareness of employment opportunities, and steps necessary to help you realize your potential

# Organisation



Tuesday May 30			
10.00	MFOX-SEM	Talk (Introduction, Report writing)	JS/CH
11.00	T118, T125	Careers Advisory Session	Careers
12.00	MFOX-SEM	Presentation workshop "Communicating to a non-technical audience)	Anna Christodoulou
Friday June 2			
10.00	HTT-1	LinkedIn workshop	<u>S. Mantell</u>
11.00		Institute of Physics: Careers and Membership Benefits	
11.30	T125	Huxley Engineering	<u>S. Blakeney</u>
lunch	T118	Careers/employability Year end lunch	CH
Monday June 5			
10.00		Submit 2000 word report, using <u>Turnitin</u>	
Tuesday June 6		Presentations (10 + 2 minutes) 5 sessions.	

Assessment: contributes 10% towards PH3010 or PH3110



## **Overview of industry/profession/sector**

Clear summary of key elements of industry/profession/sector and how it relates to the wider economy / sector.

## **Reason for interest**

Interest clearly articulated including how it relates to previous experience or study, using both technical and personal skills.

## **Report on the numbers employed**

Clearly described recent statistics with evidence of research and referenced sources.

## **Discuss the value of the industry / profession to society**

Includes arguments for both positive and negative aspects of the industry / profession and comes to a persuasive conclusion about value.

## **Available jobs**

Good range of jobs identified including those traditionally of interest to Physics students and some information about what tasks might be included / what the job entails.

## **Qualification and skills needed for a named role and how related to skills developed on**

### **Physics degree**

Accurate identification of skills and qualifications needed, from an appropriate source, clearly set out, with demonstrated understanding of essential / desirable skills. Clear referencing of skills commonly acquired in studying Physics.



## **What skills would be required for chosen role hard and soft - what is most important?**

More than 6 skills discussed and logical evaluation of which employer would value, including balance of technical vs soft skills, used different sources for information

## **What skills do you have to offer? Provide evidence that you have these skills.**

Identifies at least 5 skills of relevance to the job, gives a sense of most important and provides credible evidence for the skills

## **What further study would be required and if so how could it help, if not why not?**

Identifies some courses that would be relevant and gives 3 or more credible reasons why OR says that no courses would be relevant and gives 3 or more credible reasons why.

## **Job security in the industry**

Attempt to evaluate longer term future of identified sector.

## **Discuss salary expectations and entry routes, giving opinion which would be most suitable.**

Used more than source to find information, evidence for comparing information from sources.

How would you go about finding such a job? What would be most effective?

Mention of a number of different methods (linkedin, job-ads, personal connections, internship). Good reasons as to why one method would be more effective than another



## Assessment of Report

Presentation/appearance/structure	20%
Content	55%
English (spelling, punctuation, grammar)	15%
Length	10%

### Feedback:

Your report will be annotated by the marker with both general and specific comments .  
Examples of potential comments on generic style are listed next.

Do not plagiarize (the software detects it)



Follows “library” of comments in turnitin.

1. Freeform comment by marker, specific to this task.
2. Awkward: The expression of construction is cumbersome or difficult to read. Re-write.
3. Cite source: Source of information not cited.
4. Commonly confused words (eg accept vs except).
5. Missing comma or other punctuation.
6. Use active voice over passive voice (eg “Students understand...” vs. “It is understood...”)
7. Run-on sentence. Sentences should not contain two or more independent clauses. Clauses may be separated by a semi-colon (;).
8. Spelling error.
9. Lack of support for your argument. Information from sources should be appropriately connected to argument you are making.
10. Weak paragraph transition. Especially within a section; there should be a logical connection, one paragraph should lead into the next.
11. Vague. You need to make point with sufficient detail/evidence.
12. Wrong word choice.

The point of writing a report is to:

Convey information in an authoritative way and to persuade.

To achieve that objective, the report needs:

- structure [layout of report]

- style

- precision of expression

- accuracy

- appropriate referencing

It will need to go through several drafts, such that the final report is polished



The point of writing a report is to

## **Convey information in an authoritative way and to persuade**

To achieve that objective, the report needs

- structure [layout of report]
- style
- precision of expression
- accuracy
- appropriate detail and referencing

It will need to go through several drafts, such the final report is polished.

Critical: a report is an exercise in communication:

Put yourself in the place of your reader.

Be outward facing.

Be sensitive to your “tone”, and listen to your writing

Be sure your text is “signposted” and structured, so that your reader can easily follow.

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- structure [layout of report]

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## **Style:**

**As simple as possible to convey message.**

**Avoid unnecessarily long sentences.**

**Think about your paragraph structure.**

**Avoid jargon, and explain terms: define acronyms when first introduced.**

**Eliminate spelling mistakes and punctuation errors; these really annoy readers, which is counter-productive.**



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## Structure of report

**Title page: Include your name and your chosen title.**

**Abstract or introductory section; brief accurate summary of report content.**

**Main body of report with section headings.**

**Avoid a report consisting of a single block of text. Section headings help interested reader to navigate.**

**They also help you to write with appropriate clarity and logical flow.**

**The two earlier slides “What we are looking for in report” give guidelines to section structure: customize these for your purpose, there is no need to follow slavishly, but you need to address all issues raised.**

**End with a conclusion.**

**Then a section with references.**

**Remember the report is not only about employment sector, it's about you and your match.**

# Some topic choices students made



Nuclear Energy Industry  
Civil nuclear engineer  
EDF  
Energy Production and Storage  
Fusion  
Culham Centre for Fusion  
IAEA  
The Energy Industry

General Electric  
Qinetiq  
CERN (Applied Physicist)  
Formula One  
Aerospace (Engineering)  
Propulsion Systems Engineer (Space X)

Medical Physics  
Meteorology  
National Physical Laboratory

Astrophysics Research  
Academia  
LIGO  
SETI

Big Data Science  
Web-based industry  
Research at Google [wider sector]  
Financial Technology  
RBS and Risk Management  
Risk Management  
JP Morgan  
Banking  
HMRC Tax Professional

Teaching Physics  
Physics and Education Overview  
Professional Science Communicator

**Different approaches:  
Sector; Company within a sector;  
Profession/professional skills ----- directions and opportunities  
Etc.**

You choose a career/employment/profession topic to match your (possible) interest(s).

You develop your report writing and presentational skills.

You develop your thinking about your future post-degree trajectory.

The presentations allow you to share the results of your research and learn about other opportunities from your peers.

Submission of report.

Moodle. Physics Programme Documents 2016-2017. Employability Report due 5 June 10:00

<https://moodle.royalholloway.ac.uk/mod/turnitintooltwo/view.php?id=287176>

Some examples of reports follow (in lecture presentation only)