

# Career Research

## Three Part Presentation Instructions

Use this format to present or explain a complex topic

After searching for various jobs that you will have in your career, write a summary of what you learned using the format below.

### 3 Paragraphs

#### 1<sup>st</sup> Paragraph > Introduction > 3-5 Sentences >

The main business of an introduction is to make sure the reader/listener knows what you're going to talk about. That's all you should do in the introduction. A common mistake is to launch right away into details, but this confuses your reader, who doesn't yet understand the main point you're trying to make, or what all those details refer to. In order to best introduce your essay, the Introduction itself is divided into three parts: (1) background information, (2) thesis sentence, (3) preview of main points.

For Example:

1. Today I researched \_\_\_\_\_.
2. The websites I used were \_\_\_\_\_.
3. In this essay I am going to discuss \_\_\_\_\_.

#### 2<sup>nd</sup> Paragraph > Body > 5-10 sentences >

Compared to the introduction and conclusion, the main body should occupy more of the essay's space (about 60-70%) because here is where you explain in detail the main point you brought up in the introduction. Include specific details about what you learned. Don't make general or generic statements.

For Example:

1. The first job I researched was \_\_\_\_\_.
2. The second job I researched was \_\_\_\_\_.
3. The third job I researched was \_\_\_\_\_.
4. The fourth job I researched was \_\_\_\_\_.
5. The last job I researched was \_\_\_\_\_.

#### 3<sup>rd</sup> Paragraph > Conclusion > 3-5 sentences >

The purpose of the conclusion is to neatly summarize what you just discussed in the body. Never just end the presentation with the body. You need to restate what the point of the essay/presentation is. The conclusion basically mirrors your introduction.

For example:

1. In conclusion, today I discussed \_\_\_\_\_.
2. Using these websites I learned \_\_\_\_\_.
3. I can use what I learned from these job postings to \_\_\_\_\_.
4. Right now, in order to prepare for these job, I need to focus on \_\_\_\_\_.

Source: <http://www.odessa.edu/dept/english/mjordan/13013part.htm>