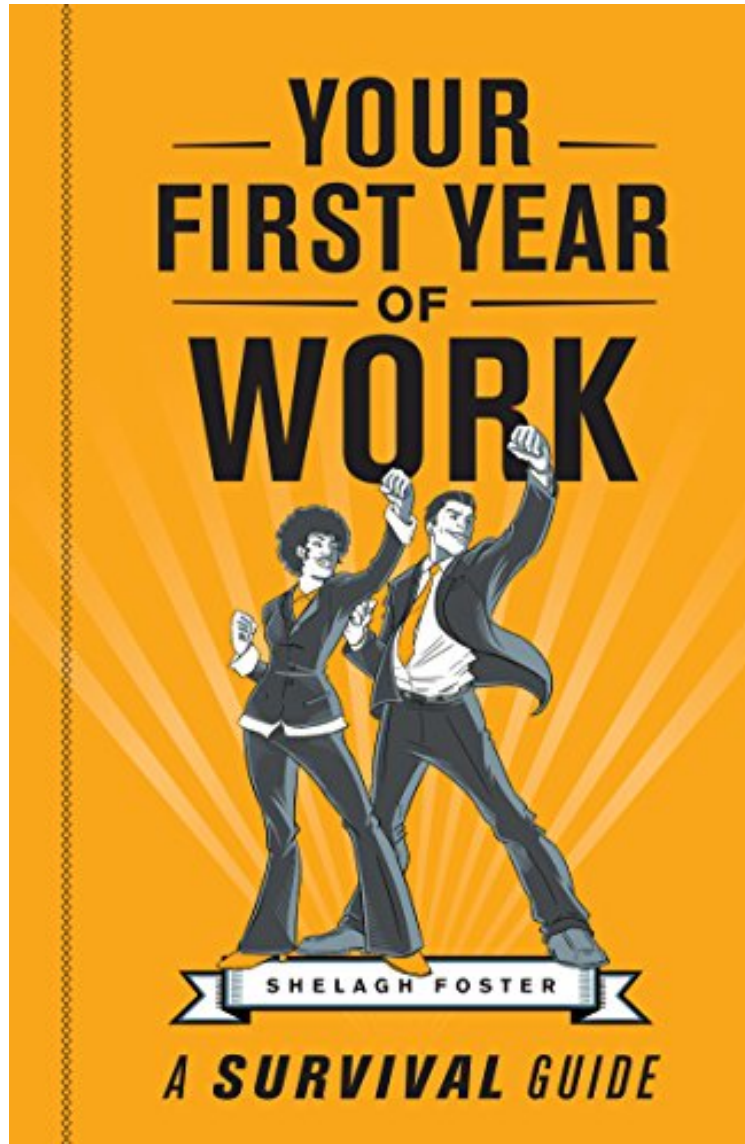


Your First Year of Work: A Survival Guide

Shelagh Foster

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Shelagh Foster : Your First Year of Work: A Survival Guide before purchasing it in order to gage whether or not it would be worth my time, and all praised Your First Year of Work: A Survival Guide:

Are you in your first job? Are you trying to find your first job? Are you stressing about entering the workplace? Are your parents stressing about you finding your first job? Shelagh Foster has seen so many people just like you, battling to get ahead once they've finished matric, college or university. This is a daunting time, but you don't need to go it

alone -- let Shelagh guide you through the do's and don'ts of entering the workplace. This survival guide will give you answers to your workplace questions, and to questions you didn't even know to ask! - Write the email that gets you an internship interview - Make a great impression in an interview - Crack the unwritten codes of office culture - Know how your body language impacts on your colleagues' impressions of your performance - Win respect in written and spoken communication - Be professional, no matter how humble your role might be - Interpret the office dress code ... Shelagh will show you the ropes and set you on the road to career success.

About the Author Shelagh Foster has more than twenty years' experience in the media and communications industry; serving as editor, writer and writing training strategist across media platforms. She holds an Associateship in Speech and Drama (Teachers) with Trinity College London and was voted winner of the Voice of Africa short story competition in 2008. Shelagh is currently lead content editor for a global management consulting firm. In her spare time she cooks, writes and tries to grow vegetables. Shelagh is passionate about making poor communication better, and good communication exceptional.