

I International  
C Career  
S Seminar

Training Seminar Workbook

*Utsunomiya University, School of International Studies*



Organized by the Consortium of Universities in Tochigi & Utsunomiya University

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# ICS

## International Career Seminar

### Guidelines

#### Purpose and Goals

1. Engage with those who wish to work on the world stage.
2. Think about your roles in local and global society.
3. Consider how to work in society with motivation.
4. Find motivation to actively pursue your career.

#### Introduction

The objective of the International Career Education Program is to provide a global perspective for people who wish to pursue international careers. For this purpose, “globalization” and “glocalization” are deployed as key concepts to reflect the increasing permeation of global issues throughout local societies. Participants will join working groups that will develop and discuss themes related to international careers. Each working group will summarize its action plan in a presentation given on the last day. The main purpose of the seminar is to consider both local and global issues, exchange and communicate ideas and engage with others for the purpose of developing skills related to international careers.

#### Workbook

This workbook will be used throughout the seminar and preparation sessions. Note keywords, questions and comments regarding working groups, discussions, presentations and pre-reading. Listen carefully to the lecturer’s presentations as well as comments from and discussions with other working group members. This will allow you to participate actively, preserve important information and reflect on what you have learned.

#### Presentation

Use the presentation guidelines, storyboard and examples to help you develop and prepare your presentation. There are several materials to guide you and provide models for creating and organizing your presentations.

#### Evaluation

In order to earn credit for this seminar, you need to complete and submit the workbook by the deadline after the end of the course. Your evaluation will be based on your participation, your presentation and the contents of the workbook.

## Work Group Preparation

*Use the spaces below to prepare for the seminar. Take notes from the required readings.*

### Notes

### Keywords

### Questions

# Your Goals/Objectives and Career Plans

As the International Career Seminar starts, describe your goals/objectives and career plans. On the last day of the seminar, note the extent to which you feel you achieved these goals/objectives, explain why, and consider how your thinking changed over the course of the International Career Seminar.

| ON THE FIRST DAY  | ON THE LAST DAY  |
|---|--|
| <p>Describe your goals and objectives for the International Career Seminar in as much detail as possible.</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p> | <p>Circle the extent to which you achieved your goals/objectives.</p> <p>Achieved very well                  <math>\longrightarrow</math>                  No achievement</p> <p><math>&lt;</math>   5    4    3    2    1    <math>&gt;</math></p> <p>-----</p> <p>Describe in detail what you achieved and what you did not achieve. State your reasons.</p> |

| <b>ON THE FIRST DAY</b>  | <b>ON THE LAST DAY</b>  |
|--|---|
| <p>Write down your future goals and describe a concrete path toward those goals. Be as detailed as possible.</p> | <p>Describe the future goals you have in mind now and chart a path toward the goals. Did your goals change from the first day? Explain.</p> |

# Keynote Worksheet

Presentation is a form of communication that requires feedback and participation in order to be successful. Listen carefully to the presenter. Take notes regarding important points and keywords. Make a list of comments you have as well as any questions. It is important for both the speaker and the audience to engage with the subject of the presentation through questions. Asking questions is also a sign of respect and appreciation.

## Notes and Keywords

## Comments

## Questions

# Presenters' Introduction

Each presenter will describe their career path. Take notes and write down comments, keywords or questions.

| Presenter Profile      |  |  |  |
|------------------------|--|--|--|
| Keywords               |  |  |  |
| Comments and Questions |  |  |  |

| Presenter Profile      |  |  |  |
|------------------------|--|--|--|
| Keywords               |  |  |  |
| Comments and Questions |  |  |  |

| Presenter Profile      |  |  |  |
|------------------------|--|--|--|
| Keywords               |  |  |  |
| Comments and Questions |  |  |  |



# Presenters' Introduction

Each presenter will describe their career path. Take notes and write down comments, keywords or questions.

| Presenter Profile      |  |  |  |
|------------------------|--|--|--|
| Keywords               |  |  |  |
| Comments and Questions |  |  |  |

| Presenter Profile      |  |  |  |
|------------------------|--|--|--|
| Keywords               |  |  |  |
| Comments and Questions |  |  |  |

| Presenter Profile      |  |  |  |
|------------------------|--|--|--|
| Keywords               |  |  |  |
| Comments and Questions |  |  |  |

# Panel Discussion Worksheet

## Topics

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

## Main Ideas

|  |  |  |  |
|--|--|--|--|
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|--|--|--|--|

## Keywords

|  |  |  |  |
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## Key Questions

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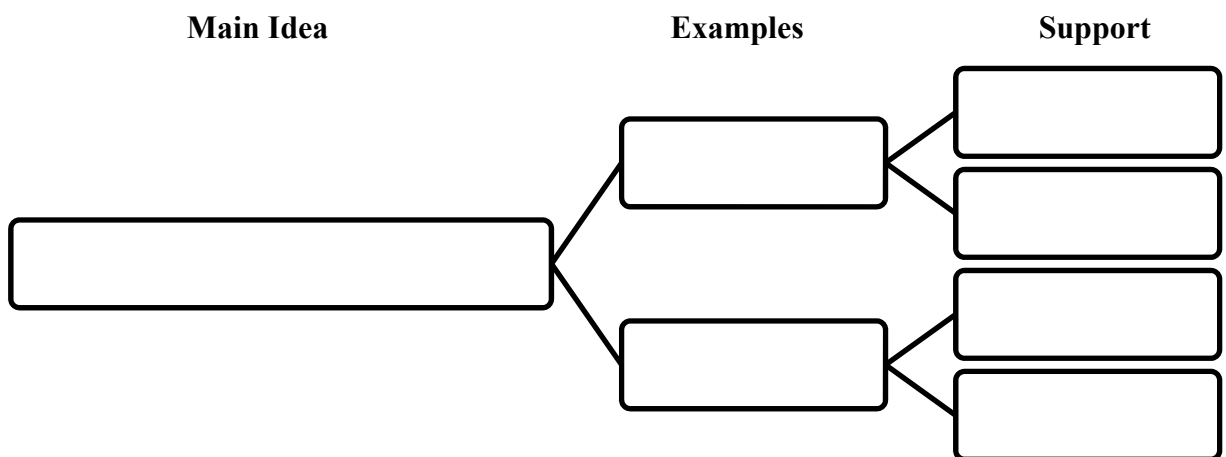
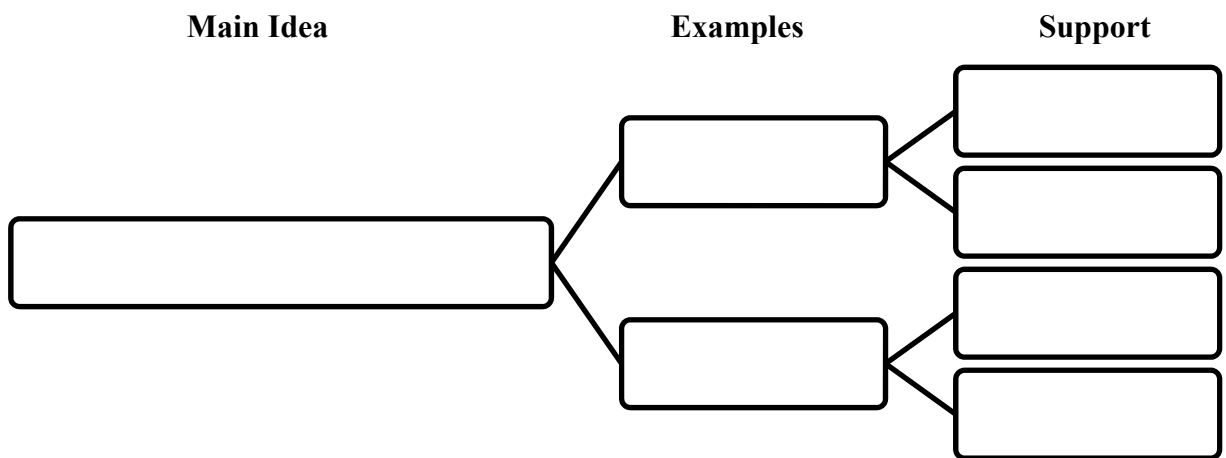
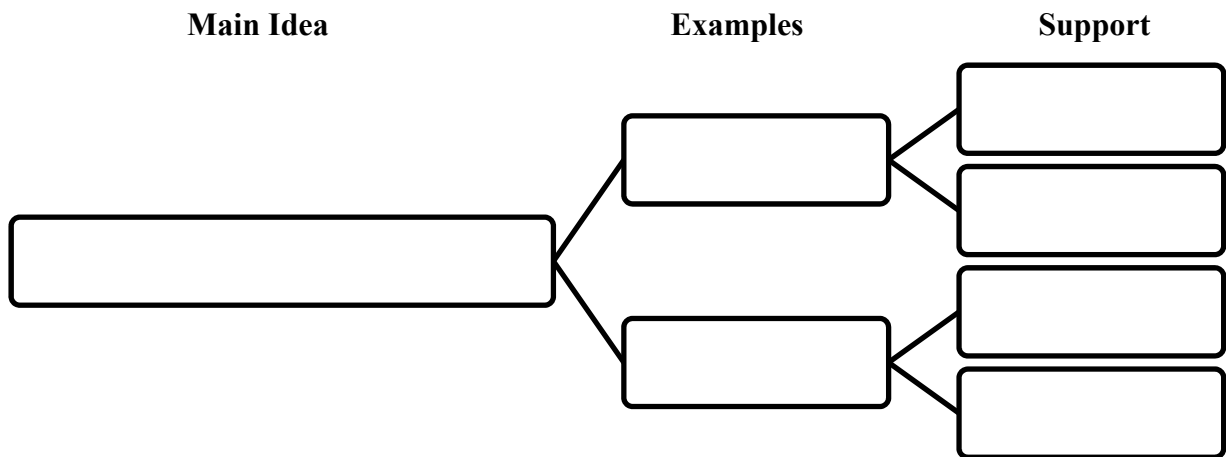
## Comments

|  |
|--|
|  |
|--|

# Work Group Materials

Use the charts to organize your information into logical arguments and evidence that support a main idea.

|                         |
|-------------------------|
| <b>Content</b>          |
|                         |
| <b>My Opinion</b>       |
|                         |
| <b>Developing Ideas</b> |



# Work Group Materials

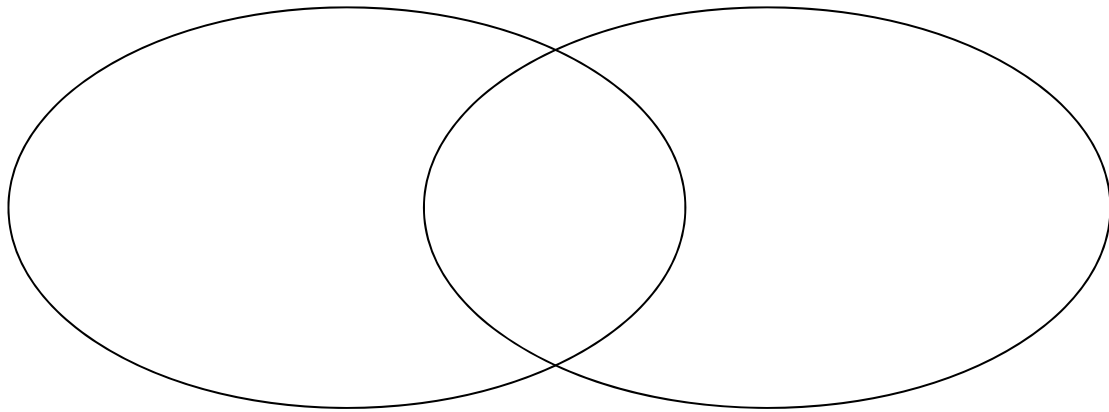
## Main Idea

|  |
|--|
|  |
|--|

## Support

|  |
|--|
|  |
|--|

## Making Connections



## Key Words

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|

## Key Questions

|  |
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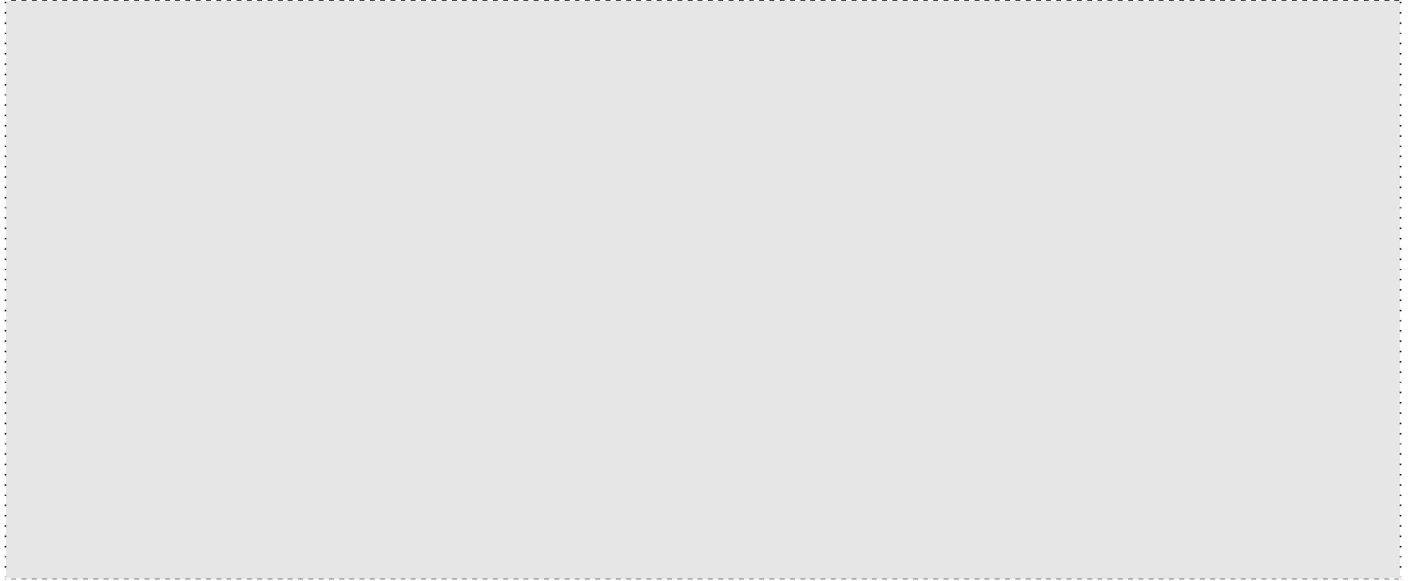
## Presentation Planning Materials: Storyboard

Use the following pages to plan and design your presentation. The storyboard will help you connect your visual message with your content. Design your visual message while considering its purpose in supporting your presentation and its relation to your verbal message. Consider the following questions:

- *What is the purpose of each image, chart or graph? What will you say about them?*
- *Do they contribute to or distract from your overall message?*

### Introductory Slide

#### Visual Message



#### Verbal Message

|                              |
|------------------------------|
| <b>Opening</b>               |
| <b>Background</b>            |
| <b>Hook</b>                  |
| <b>Connection</b>            |
| <b>Main Idea</b>             |
| <b>Purpose/Goal</b>          |
| <b>Conclusion/Transition</b> |

**Main Ideas and Supporting Slides (Example, Explanation, Description)**

-----  
**TRANSITION TO 1<sup>ST</sup> MAIN IDEA**

**Main Idea (Verbal)**

**Main Idea (Visual)**

**TRANSITION**

-----  
**Support (Verbal)**

**Support (Visual)**

**TRANSITION**

-----  
**Support (Verbal)**

**Support (Visual)**

**TRANSITION**

-----  
**Support (Verbal)**

**Support (Visual)**

**CONCLUDING TRANSITION**

---

**TRANSITION TO 2<sup>nd</sup> MAIN IDEA**

**Main Idea (Verbal)**

**Main Idea (Visual)**

---

**TRANSITION**

**Support (Verbal)**

**Support (Visual)**

---

**TRANSITION**

**Support (Verbal)**

**Support (Visual)**

---

**TRANSITION**

**Support (Verbal)**

**Support (Visual)**

---

**CONCLUDING TRANSITION**

---

**TRANSITION TO 3<sup>RD</sup> MAIN IDEA**

**Main Idea (Verbal)**

**Main Idea (Visual)**

---

**TRANSITION**

**Support (Verbal)**

**Support (Visual)**

---

**TRANSITION**

**Support (Verbal)**

**Support (Visual)**

---

**TRANSITION**

**Support (Verbal)**

**Support (Visual)**

---

**CONCLUDING TRANSITION**

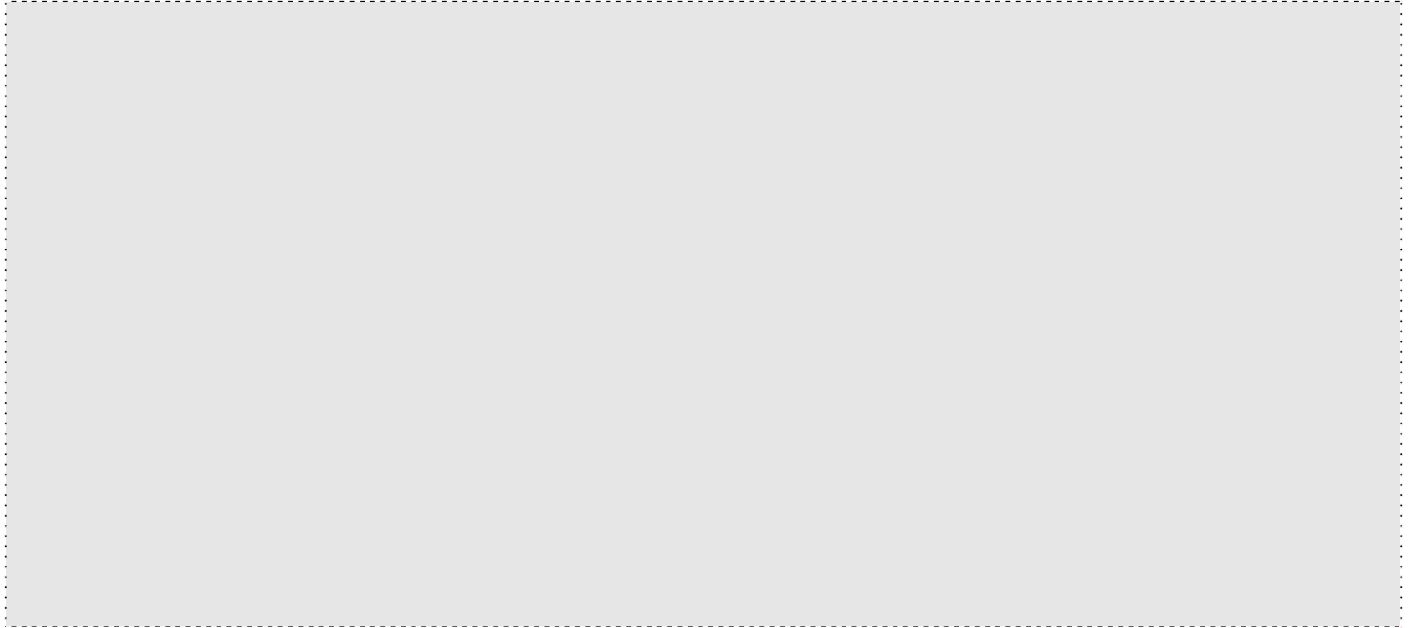


## Concluding Slide

Go over and revise your storyboard. Make sure the slides flow logically and support your overall message visually and verbally. Can the audience easily follow or understand your support and examples? Consider the following questions:

- *Is each image absolutely necessary? Are they simple and easy to understand?*
- *Do the visual messages support my goal? Are they relevant to my verbal message?*
- *Is my conclusion clear, logical and memorable?*

## Visual Message



## Verbal Message

**Opening Transition**




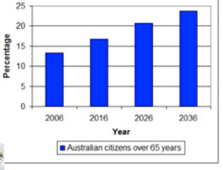

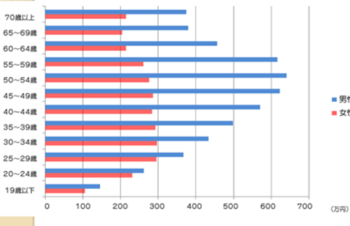


**Connection**

**Summary**

**Final Message**

**Conclusion**

# Example Storyboard

| Visual Message  | Verbal Message   |
|---|--|
| <p><b>Introduction</b></p> <p style="text-align: center;">Gender Roles and Careers</p>   | <p>This presentation will focus on...</p> <p>(for example, three points: occupations, demographics, and economics)</p> <p>The purpose is to...</p> |
| <p><b>Main Idea</b></p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="124 627 513 918"> <p>Occupation for women</p>  </div> <div data-bbox="542 627 932 918"> <p>Occupation for men</p>  </div> </div>  | <p>To provide background...</p>  |
| <p><b>Support</b></p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="135 1019 502 1288"> <p><b>Demographic</b></p>  <p>■ Australian citizens over 65 years</p> </div> <div data-bbox="558 1019 917 1288"> <p><b>Economic</b></p>  </div> </div>  | <p>One example of...</p> <p>As you can see from this graph...</p>  |
| <p><b>Support</b></p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="127 1355 494 1646"> <p><b>Income</b></p>  <p>Reference: The National Tax Administration Agency</p> </div> <div data-bbox="550 1377 901 1612"> <p><b>What does FAMILY mean?</b></p> <ul style="list-style-type: none"> <li>All over the world, families create a safe and secure environment for their members</li> </ul>  </div> </div>   | <p>Another example of...</p> <p>This is a picture of...</p>  |
| <p><b>Conclusion</b></p> <p style="text-align: center;"><b>Conclusion</b></p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="359 1792 526 1892"> <p><b>Japanese</b></p> <ul style="list-style-type: none"> <li>15 - 30 seconds</li> <li>Explain good points of the products</li> <li>Use famous actor/actress</li> <li>Compare vaguely</li> </ul> </div> <div data-bbox="542 1792 678 1892"> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>1 - 2 minutes</li> <li>Have story and humor</li> <li>Use unknown person</li> <li>Compare directly</li> </ul> </div> </div>  | <p>In conclusion...</p> <p>It should be clear that...</p>  |

# Presentation Language

## Introductions

|                                    |                                  |                           |
|------------------------------------|----------------------------------|---------------------------|
| Thank you for coming today.        | I am pleased to be here today... | Good morning/afternoon... |
| I am from...                       | I am a student of...             | My name is...             |
| This presentation will focus on... | I would like to present...       | My research aims to...    |
| First, I will...                   | Following this I will...         | Finally/In conclusion...  |
| Did you know that..?               | On the way to university I...    | According to...           |

## Transitions and Signposts

|                          |                       |                          |                               |
|--------------------------|-----------------------|--------------------------|-------------------------------|
| To start...              | As an introduction... | Let's begin by...        | First...Second...<br>Third... |
| To provide background... | Before we continue... | Regarding<br>previous... | the Following this I will...  |
| Next (section.../slide)  | One example of...     | According to...          | The data suggests...          |
| Another example of...    | This brings us to...  | Now we can consider...   | Let's move on to...           |
| In conclusion...         | Finally.../ Lastly... | To summarize...          | To follow up...               |
| To sum up...             | Over 80% of...        | A majority of...         | It is important to...         |

## Visuals

|                                   |                               |                             |
|-----------------------------------|-------------------------------|-----------------------------|
| This next slide shows...          | This is a picture of...       | On the left/right...        |
| As you can see from this graph... | If you notice...              | In the middle/center...     |
| The following table highlights... | Examples of... can be seen... | At the top/bottom...        |
| Here you can see...               | The chart clearly shows...    | This diagram illustrates... |

## Support

|                      |                        |                         |                     |
|----------------------|------------------------|-------------------------|---------------------|
| Examples             | For example...         | In the case of...       | If we consider...   |
| Facts and statistics | In a recent article... | 20% of all...           | One third of all... |
| Quotes               | According to...        | ...said that...         | In his/her book...  |
| Explanations         | To clarify...          | To better understand... | Another way to...   |

## Conclusions

|               |                                       |                  |                             |
|---------------|---------------------------------------|------------------|-----------------------------|
| In short...   | This presentation has...              | To conclude...   | Considering the evidence... |
| In summary... | The goal of today's presentation...   | In conclusion... | It should be clear that...  |
| To sum up...  | The data/findings/research suggest... | Finally...       | Overall...                  |

# Presentation Rehearsal: Comments and Feedback

Take notes and ask questions about each presentation. Give feedback and comments.

## Presentation 1

|   |  |
|---|--|
| <b>Comments &amp; Questions</b>           |  |
| <b>Presentation Comments and Feedback</b> |  |
| <b>Content</b>                            |  |
| <b>Attitude</b>                           |  |
| <b>Visuals</b>                            |  |
| <b>Language</b>                           |  |
| <b>Connections</b>                        |  |

## Presentation 2

|  |  |
|--|--|
| <b>Comments &amp; Questions</b>              |  |
| <b>My Presentation Comments and Feedback</b> |  |
| <b>Content</b>                               |  |
| <b>Attitude</b>                              |  |
| <b>Visuals</b>                               |  |
| <b>Language</b>                              |  |
| <b>Connections</b>                           |  |

## Final Presentation Evaluation

Make comments and evaluate other groups' presentations using the checklists below.

| Group                           | ( ) | ( ) | ( ) | ( ) | ( ) |
|---------------------------------|-----|-----|-----|-----|-----|
| <b>Topic</b>                    |     |     |     |     |     |
| <b>Content</b>                  |     |     |     |     |     |
| <b>Attitude</b>                 |     |     |     |     |     |
| <b>Visuals</b>                  |     |     |     |     |     |
| <b>Language</b>                 |     |     |     |     |     |
| <b>Connections</b>              |     |     |     |     |     |
| <b>Comments &amp; Questions</b> |     |     |     |     |     |

## Closing Presentation

Listen carefully to the presenter. Take notes regarding important points and keywords. Make a list of comments you have as well as any questions. It is important for both the speaker and the audience to engage with the subject of the presentation through questions. Asking questions is also a sign of respect and appreciation.

### Notes and Keywords

### Comments

### Questions

## Seminar Summary

1) What did you learn during the Career Seminar?

2) What is your action plan to develop your career?

3) What are your comments or suggestions for the next seminar?

## Self Evaluation

Reflection means looking back. Look back at the Career Seminar and think about your level of participation.

|  |                     |                        |                        |
|--|---------------------|------------------------|------------------------|
| Use the scale below to reflect on your use of English. |                     |                        |                        |
| 1 = not at all (0%)                                    | 2 = a little (30%+) | 3 = quite a bit (65%+) | 4 = a lot (up to 100%) |

|   |   |   |   |
|---|---|---|---|
| <b>I spoke English as much as possible.</b>                                       |   |   |   |
| 1   | 2 | 3 | 4 |
| <i>Explain:</i>   |   |   |   |
| <b>I tried to participate in presentations and lectures.</b>                      |   |   |   |
| 1   | 2 | 3 | 4 |
| <i>Explain:</i>   |   |   |   |
| <b>I was able to make comments and ask questions.</b>                             |   |   |   |
| 1   | 2 | 3 | 4 |
| <i>Explain:</i>   |   |   |   |
| <b>I used English during the workshops.</b>                                       |   |   |   |
| 1   | 2 | 3 | 4 |
| <i>Explain:</i>   |   |   |   |
| <b>I used English to talk to other members of the seminar.</b>                    |   |   |   |
| 1   | 2 | 3 | 4 |
| <i>Explain:</i>   |   |   |   |
| <b>I was able to exchange ideas with others.</b>                                  |   |   |   |
| 1   | 2 | 3 | 4 |
| <i>Explain:</i>   |   |   |   |
| <b>I will be able to apply what I learned at the Career Seminar to my future.</b> |   |   |   |
| 1   | 2 | 3 | 4 |
| <i>Explain:</i>   |   |   |   |
| <b>How useful was the international career seminar?</b>                           |   |   |   |
| 1   | 2 | 3 | 4 |
| <i>Explain:</i>   |   |   |   |



## **Presentation Summary**

*The presentation summary is submitted by the group leader. Each group submits only one summary.*

## Participants Contact Information

| Name | Affiliation | Contact |
|------|-------------|---------|
|      |             |         |
|      |             |         |
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# Notes

# Notes

# Notes

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# Notes



<謝辞>

本「セミナー」の実施に際しましては、栃木県からの支援を受けて、以下の組織団体から貴重なご支援ならびにご協力をいただきましたことに、改めて厚く感謝申し上げます。

国際キャリア教育運営委員会

後 援：(公社) 栃木県経済同友会 / (公財) 栃木県国際交流協会  
NPO法人宇都宮国際交流協会 / いくら国際文化交流会  
JICA筑波センター

協 賛：(一財) 栃木県青年会館 / (公財) あしぎん国際交流財団

特別協力：宇都宮市創造都市研究センター

## International Career Seminar “Training Seminar Workbook”

2020年7月14日 第6版発行

企画・編集：宇都宮大学国際学部 国際キャリア教育運営委員会

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|------|--|----|--|
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