

|                         |  |
|-------------------------|--|
| 1. Record Nr.           | UNINA9910150231703321  |
| Autore                  | Scherer Andrew   |
| Titolo                  | Brilliant intern : how to get the best internships and make them count /<br>/ Andrew Scherer   |
| Pubbl/distr/stampa      | Harlow, England : , : Pearson, , 2012<br>©2011   |
| ISBN                    | 1-283-73368-4<br>0-273-75721-0   |
| Edizione                | [1st ed.]  |
| Descrizione fisica      | 1 online resource (xii, 196 p.)  |
| Disciplina              | 378.013  |
| Soggetti                | Internship programs - Great Britain  |
| Lingua di pubblicazione | Inglese  |
| Formato                 | Materiale a stampa   |
| Livello bibliografico   | Monografia   |
| Note generali           | Bibliographic Level Mode of Issuance: Monograph  |
| Nota di contenuto       | Table of Contents About the Author Acknowledgements Introduction<br>PART 1 Finding an Internship 1. Selecting a sector 2. Advertised<br>internships 3. Internship agencies and recruitment services 4.<br>Speculative applications and hidden internships 5. How to avoid bad<br>internships 6. CVs and cover letters 7. Interviews PART 2 During your<br>Internship 8. Preparations and expectations 9. Your first day 10. Your<br>mentor 11. Your boss 12. Your colleagues 13. Social media and the<br>workplace 14. Day-to-day office life 15. Networking PART 3 After your<br>Internship 16. Securing that job 17. Your Reference 18. Your new CV<br>19. Staying in touch Conclusion PART 1 will look at all the processes<br>involved in securing a beneficial internship, offering advice and insights<br>into what areas are available (particularly emerging industries) and<br>what kind of person might suit a sector. It will then offer guidance to<br>the reader on the best places to find these opportunities both<br>publicised and hidden, and how to make the most of your application,<br>from initial contact to interview stage. Crucially, PART 1 will also give<br>expert advice on warning signs to look out for when applying for<br>internships, ensuring candidates are not exploited or find themselves<br>in a position they did not want. PART 2 will walk the reader through all<br>the aspects of conducting a successful internship, dealing with issues<br>that a potential intern, particularly one who may not have experienced<br>an office environment before, may not be aware of. It will range from |

ensuring you have everything ready to ensure your first day runs smoothly; keeping expectations realistic; managing relationships with superiors, colleagues and clients; and new potential stumbling blocks at work, such as the advent of social media and the implications thereof. PART 3 will help the reader maximise their internship experience after it has finished. It will deal with securing a positive reference, how to update your CV/cover letter accordingly to include the extra experience, and give advice on cultivating the contacts made during a placement.

Sommario/riassunto

'Brilliant Intern' is the essential guide to what is fast becoming an essential part of every graduate's career path - an internship. It will take you through the process of finding a relevant, meaningful internship.

2. Record Nr.

UNINA9910823844303321

Autore

Espellela Celia

Titolo

Making out in Spanish / / Celia Espellela

Pubbl/distr/stampa

North Clarendon, Vermont : , : Tuttle Publishing, , 2009  
©2009

ISBN

1-4629-0250-2

Edizione

[First edition.]

Descrizione fisica

1 online resource (180 p.)

Disciplina

468.2/421

Soggetti

Spanish language - English  
Spanish language

Lingua di pubblicazione

Inglese

Formato

Materiale a stampa

Livello bibliografico

Monografia

Note generali

Description based upon print version of record.

Nota di contenuto

Cover; Copyright; Contents; Introduction; 1 Hi...Nice to Meet You  
Hola...Encantado de Conocerle; 2 Yes, No, Maybe Si, No, Quizas; 3  
Now? Later? When? ¿Ahora? ¿Despues? ¿Cuando?; 4 Let's Go Out!  
¡Vamos a Salir!; 5 Talk to Me! ¡Hablame!; 6 Coming and Going Ir y  
Venir; 7 Eat, Drink, Be Merry Come, Bebe, Disfruta la Vida; 8 Likes and  
Dislikes Me Gusta, No Me Gusta; 9 Insults and Quarrels Insultos y  
Peleas; 10 Chitchat and Courting Charlando y Cortejando; 11 On the

Phone En el Telefono; 12 Lovers' Language La Lengua del Amor; 13  
Making Love Haciendo el Amor  
14 Love that Comes, Love that Goes Amor que Viene, Amor que VaBack  
Cover

---

Sommario/riassunto

Making Out in Spanish is a fun, accessible and thorough Spanish phrase book and guide to the Spanish language as it's really spoken. If you are a student, businessman or tourist traveling to Latin America or Spain and would like to have an authentic and meaningful experience, the key is being able to speak like a local. This friendly and easy-to-use Spanish phrasebook makes this possible. Making Out in Spanish has been carefully designed to act as a guide to modern colloquial Spanish for use in everyday informal interactions?giving access to the sort of catchy

---