

# Open Mind

## LONDON CALLING

Bring your ideas to life and experience company life in one of our dynamic departments at Macmillan Education.

### BROADEN YOUR HORIZONS



# Opens Doors

## ENTER OUR COMPETITION TO WIN

one of 3 two-week work experience places in London, including flights, accommodation and meals\*

### Enter now in four easy steps

**1 Visit our website [www.macmillanenglish.com/mind-competition](http://www.macmillanenglish.com/mind-competition)**

Find out more about the prizes, read the entry criteria and the terms and conditions.

**2 Prepare your up-to-date CV**

Prepare your up-to-date CV and a covering letter stating why you would be a suitable candidate and why you wish to win the two weeks' work experience in London.

**3 Prepare a presentation**

Using PowerPoint or Prezi, prepare a presentation on the following topic:

**How has education changed in the past ten years and how do you see it changing in the next ten years?**

Use presenter's notes and research the topic, giving full references where applicable. Your presentation should consist of 6-10 slides and be 7-10 minutes in duration when delivered.

A shortlist of 15 will be asked to attend an online interview, from which the three winners will be chosen.

**4 Entry deadline**

Email your CV, covering letter and presentation before the competition closing date of 30 November 2016 to [mindcompetition@macmillan.com](mailto:mindcompetition@macmillan.com)

**Find out more overleaf or visit [www.macmillanenglish.com/mind-competition](http://www.macmillanenglish.com/mind-competition)**

\*Subject to the Mind Work Experience Competition terms and conditions. Visit [www.macmillanenglish.com/mind-competition](http://www.macmillanenglish.com/mind-competition) to find out more

- INTERVIEW SKILLS
- PRESENTATION SKILLS
- DEVELOPING CULTURAL AWARENESS
- GROUP DISCUSSION SKILLS
- DECISION-MAKING
- ESTABLISHING PRIORITIES
- THINKING CREATIVELY
- ACTIVE LISTENING
- LEARNING FROM EXPERIENCE
- TEAM WORKING
- REACHING COMPROMISE
- MANAGING YOUR TIME
- REPORTING INFORMATION
- PERSUADING OTHERS
- THINKING LOGICALLY

# Open Mind

## Skills for employability, study, and everyday

People refer to life skills as different things – ‘competencies’, ‘soft skills’, ‘people skills’, ‘personal development’, ‘interpersonal skills’ – but whatever you choose to call them, they are the key skills we need to be effective in our work, academic and social lives.

**Open Mind** contains a unique Life Skills strand which recognises that students can't and don't learn language in a vacuum, and that language is just one of the many skills that support their learning and their future lives. **Open Mind** helps students develop these crucial skills, such as negotiation, time management, presenting, identifying bias and being culturally aware, to name a few, along with gaining an awareness of interpersonal skills development.

Each of the units in every level of **Open Mind** includes a double-page feature on Life Skills and teaches the language and process needed to develop these skills. (The Beginner level focuses on Study Skills).

### The Life Skills are divided into three 'domains'



You can also find further lessons exploring the alternate domains in your **Open Mind Teacher's Resource Centre** – giving you a huge collection of lessons per level incorporating transferable life skills.

Whether you are already using **Open Mind** or haven't tried it yet, you can see some examples of the great Life Skills material from the different levels at [www.macmillanenglish.com/life-skills/resources](http://www.macmillanenglish.com/life-skills/resources). Click on the different themes to download lesson plans and material.

## Introducing skills for work and employability

As well as this unique competition, in which we are offering three lucky winners the chance to bring their employability skills to life and experience two weeks in a world-renowned global publishing company, the **Open Mind** series also presents new free employability resources for students who want additional support in the crucial life skills and language skills they need to help them get a job, get better at their job – or change jobs.

These short, humorous and insightful work-themed coaching videos feature staff members in different work-related scenarios and come complete with a commentary feature that will help your students recognise and build up essential employability skills. Each video is accompanied by worksheets and teacher's notes.

- Interview Skills
- Understanding Decision-making Styles
- Team-working Skills
- Presenting and Giving Feedback
- Influencing and Persuading
- Group Discussion Skills

Visit [www.macmillanenglish.com/employability-videos](http://www.macmillanenglish.com/employability-videos) and see for yourself how life skills and employability skills can provide the ideal combination for success at work!

## Mind Work Experience Competition

### The process, step by step

#### Application stage

##### 1 Visit our website [www.macmillanenglish.com/mind-competition](http://www.macmillanenglish.com/mind-competition)

Find out more about the prizes, read the entry criteria and the terms and conditions.

##### 2 Prepare your up-to-date CV

Prepare your up-to-date CV (maximum two pages) and a covering letter (maximum one page) stating why you would be a suitable candidate and why you wish to win the two weeks' work experience in London.

##### 3 Prepare a presentation

Using PowerPoint or Prezi, prepare a presentation on the following topic:

#### How has education changed in the past ten years and how do you see it changing in the next ten years?

Use presenter's notes and research the topic, giving full references where applicable.

Your presentation should consist of 6-10 slides and be 7-10 minutes in duration when delivered.

##### 4 Entry deadline

Email your CV, covering letter and presentation before the competition closing date of 30 November 2016 to [mindcompetition@macmillan.com](mailto:mindcompetition@macmillan.com)

#### Judging and shortlisting stage

##### 5 The shortlist of 15

Our panel of judges will choose the best 15 entries who will be invited to attend an online interview between 5 January and 31 January 2017, at which the shortlisted applicants will be asked to deliver their 7-10 minute presentation to the interviewers.

##### 6 3 lucky 1st prize winners and 3 runner-up prizes

The interviewers will select the three applicants who performed the best in their presentation task and interview to be the winners of our first prize of two weeks' work experience at Macmillan Education in London.\* Three runners-up will win online coaching sessions with a business coach.

##### 7 Notifying the winners and runners-up

The winners and runners-up will be contacted by 6 February 2017.

##### 8 The work experience dates

The work experience prize will take place over two consecutive weeks in Spring 2017 (visit the website for the exact dates). The online coaching sessions for the runners-up will take place in Spring 2017.

Find out more and read the full competition Terms and Conditions at [www.macmillanenglish.com/mind-competition](http://www.macmillanenglish.com/mind-competition)

! \*Includes return economy flights, three-star hotel accommodation or equivalent, travel and subsistence allowance. No cash equivalent will be offered.