Stages and Phrases

Stages are the steps you need to go through to "do" the can-do statement. For example, to write a resume in Arabic, you need to start with your identifying information, such as your name and address.

Phrases are specific parts of the text you could repurpose by taking out the information specific to this text and adding in the information relevant to your own. For example, "First and Last Name: Layla Ali" can be changed to " First and Last Name: _____." Then you can fill in your own information.

1) Look at the website for a resume and decide what stages are involved, such as an introduction, and listing information about education and work history List these stages and the numbered lines in the resume associated with each stage.

    Example:
    Identifying Information: 1-4

2) For each numbered line in the resume, take out the specific information and replace it with blanks.

    Example:

    الاسم واللقب: ليلى علي

    Becomes:

    الاسم واللقب: _____ _____

3) Fill in the blanks with your own information.
    Example:

    الاسم واللقب: _هيذر__ ___سميث_