



Mt. San Antonio College

English as a Second Language

Good News

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The ESL program welcomes you to the spring term! If you are a new student to Mt. SAC, then I extend an especially warm greeting and hope you have a wonderful experience. Though a little late, I wish everyone a happy new year! Normally, I would say, "Have a prosperous new year!" But I'm not sure that will be very easy to do. No doubt, you know about the problems of our economy.

Nearly everyone I know has been affected by the tough times, not just in California but all over the world. I want to tell you that Mt. SAC has been planning and preparing for this budget crisis. We are going to make sure that you have as little interruption in your studies as possible. While we are cutting back some class times, we hope to continue having Levels and Skills much like before.

Research shows that when the economy is bad, more students come to community colleges to improve their study skills and for job re-training. What does that mean for us in ESL? That means it will be very crowded and our waiting list will grow. Because we have such an outstanding program and we are taking wise measures to save money, I am confident that we will get through these difficult times even stronger and better than ever.

You may recall that in the fall semester we asked all noncredit students to take a very long survey. We asked you many questions, including questions about your goals as students. These are the things you said are important to be able to do when you complete our programs:

- **Effective Communicators:** To speak and write, express your ideas, and work with others in teams.
- **Critical Thinkers:** To collect and organize information, know how to solve a problem, and know where to go for the type of information you need.
- **Lifelong Learners:** To use your strengths and improve your weaknesses, continue to gain new information in this fast-changing world ... long after you leave ESL.
- **Self-Directed Individuals:** To set some goals and set plans for you to achieve your dreams for success!

We are calling these our **Student Learning Goals** (SLGs). Your teachers have been working hard to make sure that every class you take will help you toward achieving these goals. Every ESL class has some major project or presentation. By doing these projects, you are improving your English communication, to think more efficiently, to always learn and keep up with new things, and to achieve all this with short and long-term goals.

One who gains strength by overcoming obstacles possesses the only strength which can overcome adversity.

-Albert Schweitzer

Wishing you the best of luck!
Liza Becker, Director



Tips to Help Make Your Job Interview Successful

www.employmentguide.com



Congratulations! Spending days, weeks, or possibly months of looking for the right job has finally paid off and you've been asked to come in for an interview. Then comes the biggest question of all, "now what?" You will only have 15 to 20 minutes to "sell" your experiences, attitude, and skills to the employer - most likely without knowing what the employer wants to hear from you. There are articles upon articles of advice on interviewing, from how to answer certain questions to how to dress - right down to the color of your socks! It can seem overwhelming, but remembering a few key points can help make your interview successful.

1. Research - Find out a little bit about the company you want to work for. Visit the location in person if it is a store or building open to the general public. Visit the company's Website and talk to anyone you might know who works there. What kinds of products or services does the company make or sell? What types of people work there? What are the typical hours this position requires? What are some of the day-to-day tasks that the job involves?

2. Practice - It sounds funny – and it looks even funnier – but practicing out loud for your interview will help you sound more polished and concise and less nervous in the actual interview. List a few key things you want the employer to know about you, and review common interview questions. Formulate answers to those questions and answer them out loud while looking at yourself in the mirror. This exercise prevents you from rambling in the interview and sounding unpolished and unsure. It also helps you discover what really does make you the best candidate for the job!

3. Dress to Make a Good First Impression - In an interview, first impressions do matter. The best way to ensure a good first impression is to dress smart. If you are interviewing for a job in an office, it is usually best to wear a dark-colored, conservative suit (for both men and women). If you are interviewing for a job where the dress code is more casual (at a factory or a construction site, for example), nice slacks and a collared button-down shirt with a tie for men and a nice dress or blouse and slacks or skirt for women are usually appropriate. You should avoid wearing excessive jewelry, perfume, and flamboyant clothes. Good personal hygiene is also important.

4. Be Conscious of Good Interview Etiquette - This list could go on forever – there is literally an endless array of “dos” and “don'ts” for an interview – and not everyone agrees on every aspect of that list. There are, however, some basic “interview etiquette” tips that are important to remember.

Would you like to improve your interviewing skills?

Make an appointment to see a member of the ESL Counseling Team.

Ask for Michael Ngo, John Pellitteri or Bertha Rodriguez.

Be on time for your interview. This is, perhaps, the most important. Employers expect employees to arrive on time to work. They may see a person who is late to an interview, when he or she is supposed to be showing his or her best side, as someone who will have difficulty arriving on time to work or meeting deadlines if hired.

Be aware of your body language. When shaking hands, make sure your grip is firm and confident. Have good posture, but avoid appearing like you're as stiff as a cardboard cutout. Even the most experienced professionals get nervous in an interview – it's normal. However, if you appear too nervous, the interviewer might draw the wrong conclusions about your ability to do the job – especially if it involves interacting with people! Conversely, make sure you don't slouch – this could give the impression that you are lazy or uninterested in the position. Maintain eye contact with your interviewer to convey confidence. When speaking, be polite and professional and avoid using slang and profanities. The more confident and polished you appear the more likely you are to leave the interviewer with a positive impression of you.

Keep the interview positive. Avoid making negative remarks about any previous jobs or employers. Also, refrain from complaining about any job-related tasks or responsibilities you were given in a previous position. Employers want to hire someone who is positive, enthusiastic, and able to meet and deal with challenges.

5. Be Prepared to Ask the Interviewer Questions - This is where your research comes in. Employers want to know if you're truly interested in the position. They also want to know that you have all the information you need to make a decision, if offered the job. It isn't a good idea to turn the tables and "interview" the interviewer, but it is a good idea to go into the interview with a few questions in mind. This is your chance to ask additional questions about the business, the position, the requirements, and the expectations of the person who will fill the position.

6. Follow up with a Thank-You Note - Make sure you let the interviewer know how pleased you were to have the chance to interview with him or her. Immediately after the interview, send the interviewer a thank-you note, thanking him or her for taking time to interview you. This is not only proper etiquette and a common display of appreciation, but it also allows you to reaffirm one or two key points of the interview. It also lets the interviewer know how interested you are in working for the company. Being polite and professional always makes a good impression.

All of this advice comes down to three important things to remember when you're interviewing: being prepared, professional, and polite is the best way to make the right impression!



**Look for the next edition of the Good News,
We will have an article on searching for a career!**

The Kind Heart

The Vietnamese proverb “Love me, love my dog” means that when you love someone, you love everything that belongs to your lover. This saying is not false for me because it proves faith or constancy that you want to devote to someone. You cannot compare advantages and disadvantages with your lover when you love. The following story is an example for the proverb above.

When I lived in my country, I had a neighbor who lived next door. Hoa, her name is as beautiful as a kind flower. She was a gentle girl and very diligent. She had an elderly mother who always got sick. Her father died early of an accident two years before and left five children for her mother. Hoa was eldest child. Her father was only main worker making money to raise whole family. As a result, after that distressful event, her family income was worse and worse. She had to give up studying so that she could help her mother raise her younger siblings because she thought they were too young and needed to keep up their studies. Nevertheless, the money they earned was not enough to spend. The man who fell in love with her came and left because they feared they had to have responsibility to her family members. She was heartbroken and thought that no man was faithful to her.

One day, there was a man who came with a matchmaker, proposed to her. At the beginning, she did not believe him. She thought he was not brave and would leave soon. After a few times, she was persuaded. The man had to accept a challenge from her that she would not marry him unless her mother had recovered. Of course, he did not deny and promised her that he would never give up his intention because he came with her by a faithful heart. She was really affected when she recognized what he said honestly.

One year later, they decided to marry after her mother



recovered. All friends and neighbors congratulated her on their wedding that she got a good husband. She also took pride in him. In brief, experience from the proverb above shows that any difficulty cannot obstruct a kind heart if it comes with someone who is worthy of receiving.

Ming Truong
Writing C



I, Khatereh, from Iran

Creative, shy, kind, happy

Lover of nature, forest, beauty, green

Who feels happy, young, worthy

Who needs love, family, guidance

Who fears loneliness, silence, animals

Who would like to wish good things to all in
the world

Welcome you to my poem.

The Power Lies In Your Hands

Many people believe that destiny has been written by a higher power, and no matter what we do, we cannot do anything to change it. But according to a popular proverb that my culture has, this is not totally true because the proverb says “everyone is the architect of his own destiny”, which means that everyone is responsible for what is happening in her or his life. If the people are in a good or bad situation depends on what they have done in their past. Any action people made will have a consequence, and it could be negative or positive.

One example of this is my older brother who now feels regret because he didn’t attend

a high school, not even college. I remember how many times he rejected my parents advice about finishing his education. Now he has a regular job earning the minimum wage, but the only thing that bothers him is the fact that he cannot give to his three daughters what they want, and that is why he now is letting his daughters realize the importance that a good education has. Another example of this situation is my uncle Alberto whose parents left him a lot of money. After a lot of years, he spent most of his money. Then he was borrowing money from his relatives. At the beginning he was blaming others for his bad luck, but after a few months, he understood that what he had done with his money was his responsibility and only he was the architect of the reality in which he has living by that time. Since then, he has improved his financial situation a little bit, but now he has learned his lesson.

In my opinion, this proverb is full of wisdom because what happens in my life, most of the time, depends on the decisions that I have made. With this proverb I have learned that the power is in my hands and I am the architect of my own destiny.

Miguel Vasquez
Writing C



A Chinese Proverb
About Thanks

The saying “A drop of water shall be returned with a burst of spring” (from China) means that even if it is just a little help from others, you should return the favor with all you can when others are in need. For me, this saying is true, based on a personal experience that changed my life. When I was sixteen years old, my high school classmates and I were sent to the countryside to do manual labor because of the Cultural Revolution in China. I grew up in a big city, and I never went to countryside before. After I arrived at the village I found out that everything was different

between city and country. I did not have food except rice, and I did not have lamps at night because there was no electricity in the village. The life in the countryside was very hard. When I felt sad, the peasants gave me a lot of help. They gave me vegetables to eat and oil lamps to light at night. They also taught me how to plant rice. Their help affected me and got me to think how to return their favor. After several months, I found out the life of farmers was poor. If they were sick, they could not see the doctor or not have enough medicine to take because they lived in unfrequented mountain. This was my opportunity to return their favor because I took some courses in medicine during high school. Therefore, I brought various medicine from city to village when I went to the city to visit my parents. I gave farmers medicine when they got flu and acupuncture them when they had arthralgia. They all appreciated my caring for their health. I told them that they deserved it because they helped me conform to the village life. We became good friend. They loved me as a little doctor. After two years, the Cultural Revolution ended, and I got into the university. When I left the village that I had lived in for two years, my peasants went to the bus station to say good bye to me even though they had to walk forty minutes from the village to bus station. I was deeply touched by their enthusiasm.

This experience taught me that even if it was just a little help from others, I should return the favor with all I can when others are in need. I thank them for their kind help, and I will never forget those rustic villagers.

Ting Zhang
Writing C



Let us be grateful to people who make us happy; they are the charming gardeners who make our soul blossom.

—Marcel Proust

Looking For a Job?

Are you in need of finding a job! Do you know that there is a resource center available for students needing assistance in finding a job? Is it located on the main campus and it is called the Career Placement Office.

This center is a great resource for those who are in need of finding employment. Come prepared as this will help the advisors and counselors assist you better with your personal situation. If possible, bring a resume or a sample of your personal information of past work history so that you can put a resume together. It is also a good idea to have a clear plan as to what it is you are looking for.

Career Placement Services posts numerous opportunities via the internet for students who are looking for jobs. Students can also refer to the calendar of events available online at <http://placement.mtsac.edu>. This center offers a variety of resources to help students with their job search. Some services provided are:

- Referrals to jobs in the community**
- Referrals to jobs on campus**
- Internship opportunities**
- Job search on the internet**
- Resume assistance**
- Workshops on a variety of job seeker subjects**
- Job searchers library**
- Job interviewing techniques**

*In order for students to receive the services they are needing, students are asked to call and make an appointment, as it is sometimes difficult to receive assistance on a walk-in basis. To make an appointment, students must call (909) 594-5611 X 4510, or stop by the office, located on the 2nd floor, east-wing of the Student Services Center (BLDG. 9B).

Also available to students is a program called Monstertrak. This is a computer-based program geared towards helping job seekers, as well as employers find a match for the job



needing to be filled. Once at the Career Placement Center, students can inquire and receive more details about how they can access this great program available to anyone seeking assistance in the job market. Provided are a few of the great services available for job seekers through Monstertrak via the internet. In order to access these Monstertrak services, students must:

- Create a profile, and are encouraged to keep this file as current or up-to-date as possible as employers are constantly browsing.
- Up-load their resume. Several resumes can be stored in student profile, according to specific industry.
- Students need to include a cover letter or letters according to specific company/ employer.
- www.monstertrak.com

Once students have a Monstertrak profile they can: Find job listings, are allowed to view thousands of entry level jobs & internships, post their resume, and can get career advice and tools to help them further succeed in their job search. Even better is that students can also access this site from a home computer!

So students, take advantage of these resources. They are free of cost and the only thing that can happen is that you get the help you need and that you find what you are looking for!

Stress Management

How can we keep our heads clear of negative thoughts and our spirits free of negative feelings during these turbulent and unstable times? One must keep in mind that stress can be reduced and even avoided all together if we take the proper measures.



Adjusting Your Attitude

How you think can have a profound affect on your emotional and physical well-being. Each time you think a negative thought about yourself, your body reacts as if it were in the throes of a tension-filled situation. If you see good things about yourself, you are more likely to feel good; the reverse is also true. Eliminate words such as “always,” “never,” “should,” and “must.” These are telltale marks of self-defeating thoughts.

Accept the things you can't change:

- **Don't try to control the uncontrollable.** Many things in life are beyond our control—particularly the behavior of other people. Rather than stressing out over them, focus on the things you can control such as the way you choose to react to the problem.
- **Look for the upside.** As the saying goes, “What doesn't kill us makes us stronger.” When facing major challenges, try to look at them as opportunities for personal growth. If your own poor choices contributed to a stressful situation, reflect on them and learn from your mistakes.
- **Share your feelings.** Talk to a trusted friend or make an appointment with a therapist. Expressing what you're going through can be very comforting, even if there's nothing you can do to alter the stressful situation.

• Learn to forgive.

Accept the fact that we live in an imperfect world and that people make mistakes. Let go of anger and resentments. Free yourself from negative energy by forgiving and moving on.

Did you know that you can increase your resistance to stress by strengthening your physical health. In doing so, it is also critical to keep in mind adopting a healthy lifestyle. Ways to do this are by exercising regularly, eating a healthy diet, reducing caffeine and sugar, avoiding alcohol, cigarettes and drugs and of course, getting enough sleep.

Physical activity plays a key role in reducing and preventing the effects of stress. Make time for at least 30 minutes of exercise, three times per week. Nothing beats aerobic exercise for releasing pent-up stress and tension.

Well-nourished bodies are better prepared to cope with stress, so be mindful of what you eat. Start your day right with breakfast, and keep your energy up and your mind clear with balanced, nutritious meals throughout the day.

The **temporary “highs”** caffeine and sugar provide often end with a crash in mood and energy. By reducing the amount of coffee, soft drinks, chocolate, and sugar snacks in your diet, you'll feel more relaxed and you'll sleep better.

Self-medicating with alcohol or drugs may provide an easy escape from stress, but the relief is only temporary. Don't avoid or mask the issue at hand; deal with problems head on and with a clear mind. Adequate sleep fuels your mind, as well as your body. Feeling tired will increase your stress because it may cause you to think irrationally.

Having said all that, remember— it is your responsibility to take care of yourself, mentally, physically and emotionally- because if you don't, nobody else is going to do it for you!

For more tips go to:
www.mindtools.com



ANNOUNCEMENTS

ESL SCHOLARSHIP

The Mt. San Antonio College ESL Scholarship Committee would like to invite Level 4, 5, 6, and VESL students who are planning on taking credit classes to apply for one of three \$500 scholarships available for the 2008-2009 school year.

We invite applicants who:

- Are currently or have been a Level 4, 5, 6 or VESL student with fewer than 6 units
- Have attended at least two-thirds of a semester and have passed an ESL Level class
- Are planning and are eligible to attend credit classes in Fall of 2009

Requirements include (included in the application packet):

- An essay describing your educational and career goals, potential for success in credit classes and the obstacles you have overcome in becoming a successful student
- Two letters of recommendation (forms included in packet)
- Proof of successfully completing a Level class with good attendance

Interested students should obtain an application packet from the ESL Registration counter in Building 66 for complete details.

Packets are due by Friday, March 27, 2009

If you need assistance, please contact a member of the ESL Counseling Team: Michael Ngo, John Pellitteri or Bertha Rodriguez. Go to the ESL Registration counter and sign up on a clipboard.

9th Annual ESL Career Conference Wednesday, April 29, 2009

This dynamic and energetic conference informs matriculating ESL students about Mt. SAC programs and services. There will be speakers (Mt. SAC faculty and staff) who will be presenting on degree and certificate options, college services, information about career and job skills, and general college success. There will also be presenters that will give information regarding personal experiences in certain careers. Sessions are 45 minutes in length.

MORNING CONFERENCE

8:30-9:15, 9:30-10:15, 10:30-11:15

EVENING CONFERENCE

7:00-7:45; 8:00-8:45; 9:00-9:45

February 2009

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LEGEND

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|  | Fall Semester 2008 (16 weeks) |
|  | Winter Intersession 2009 (6 weeks) |
|  | Spring Semester 2009 (16 weeks) |
|  | Summer Intersession 2009 (6 weeks) |
|  | Holiday for Classified and 12-month Contractual Employees |
|  | Classes not in session |
|  | Finals (italicized date, underlined) |
|  | Commencement |
|  | Professional Development Days |
|  | Start of Fall Semester 2009 |