

# Writing file 3

## Writing biodata

- 1 Have you ever written a CV, resumé, or biodata? What are the differences between them? What information do you think should go into each?
- 2 Complete this biodata from a conference programme with these headings. Then check your answers with a partner.

Awards    Email    Educational background  
Company    Title    Name    Experience

1 _____	Jan Pazdera
2 _____	GAS Holdings
3 _____	Dr
Address	112 Hollow Road, Grimsby, Lincolnshire
Country	England
Telephone	+44 (0) 1472 283913
Fax	+44 (0) 1472 283920
4 _____	janpazdera@gasholdings.co.uk
5 _____	Jan Pazdera received his masters in Economics from Oxford University and his doctorate in Business Administration from Duke University, Fuqua School of Business, in the USA. He is also certified by the CIMA (Chartered Institute of Management Accountants).
6 _____	Dr Pazdera has been involved in the world of business since the early 80's. His <b>expertise</b> is the <b>rationalization</b> of business communication systems, <b>overseeing</b> such projects in The Americas, Australia, and Europe on behalf of GAS Holdings. He has also <b>specialized in</b> making the internal communications systems of multinational companies both more effective and easy to operate. He is now <b>developing</b> several projects for GAS Holdings as they broaden their business into the emerging Asian markets.
7 _____ and personal achievements	Dr Pazdera <b>was awarded</b> the industry's Certificate of Excellence for his work in Pakistan in 2002. He has had several papers published in the CSJ.

- 3 Imagine you are meeting Jan at the conference. Based on his biodata, what questions would you ask him?
- 4 Look at the biodata again and answer these questions.
  - 1 What tense is used a lot in the biodata? Why?
  - 2 Why is the third person used? Could the biodata be written in the first person?
- 5 When writing CVs or biodata we often use 'power words' to make the normal seem more impressive. Find power words in **bold** in the text that have the same meaning as the following.
  - 1 won
  - 2 focused on
  - 3 managing
  - 4 reorganization
  - 5 doing
  - 6 knowledge
- 6 Write three sentences about yourself that you could use in your biodata. Two of the sentences should be true, one should be false. Then work with a partner. Read each other's sentences and try to guess which one is false.
- 7 You have been invited to speak at a conference and have been asked to provide some biodata for the organizers.
  - 1 Write down all of your job positions, experience, responsibilities, and achievements.
  - 2 Work with a partner. Compare your notes and decide how you should organize the information to make the most impact.
  - 3 Write your biodata.