



Jupiterimages/Comstock/Getty Images By: Megan Peterson Morrow Updated September 26, 2017 Writing an intellectual biography, whether for business or personal use, requires research, high-quality background information and great writing skills. Make sure you are honest but also that you promote the best and brightest aspects of the person you're writing about. Do your research. Since you're crafting an intellectual biography, make sure you focus on that part of the person's background. Where did he or she go to school? What special achievements and accomplishments should be noted? What particular career path do you want to highlight? Take some time to interview the person over the phone or in person. If that isn't possible, use a resume and any other background materials available to you. Interview associates or classmates. Make sure your writing style is in keeping with the assignment. Write in the third person ("he" or "she" rather than "I") and in the present tense. Use strong action verbs in your writing. Focus on the facts--biographies are an account of someone's life and should be truthful and factual--but you can use your writing to make the facts come to life. Again, focus on the individual's particular intellectual achievements. If possible, share the biography with the subject so he or she can approve everything. CC0/StartupStockPhotos/Pixbay Writing effective business emails begin with good organization and a great opening. Just as you prepared in school to write a perfect essay, so you must prepare in the working world to write a business email. Sometimes the old school approach of beginning with a blank paper to write on is in order. This allows you to create a brief outline to best frame your message. Then flesh out the outline as you compose the email at your computer. By taking this simple preparation step, you'll produce a much more professional write up. Read on for more tips to help you write great business emails. How to Grab the Email Receiver's InterestJust as you target product design and marketing strategy for a particular audience, so you must design your email for that email's "audience." The person receiving the email might be your boss, a subordinate, peer, or it may be someone outside of your firm. All come from different backgrounds and have different priorities in mind as they read through their emails. One of the first places to start in capturing interest is to ensure your Subject is substantive enough to peek interest. But be careful that substance doesn't end up being so long that the recipient can't read it in their summary list. Because objective one is to have your email rise above the masses and receive an opening click. But don't resort to trickery. That is sure to work against you in the end. GreetingBegin with a salutation just as you would in a business letter. The formal "Dear James" or less formal "Good Morning James" salutation sets up the email with the desired tone. If emailing a peer with whom you are collaborating on a project, James" would be appropriate. It would also be a good start for a congratulations email to a subordinate. But when emailing someone outside of your firm, keep a more professional tone. One Purpose per EmailEach email should serve one master. If you share information on two widely different topics - say you are looking for feedback on a recent staff presentation, do not also ask for recruits for the company softball team. These topics require two separate emails. However, one topic can also have several related components. Then a bulleted list is in order. Your email body is not the place for a lot of detail. If a reference piece is necessary to provide information needed for decision making, attach a document. Is Email the Right Medium for this Message?When delivering bad news, a telephone call or in-person visit is always preferable, followed by written communication to document the action. Never email someone that their services are no longer required – whether it is an employee or an outside product provider. This is just poor form and does not reflect well on you or your firm. Another topic to avoid in email is information that is particularly sensitive. Emails are easily forwarded. If you would not like to have this information shared in writing, don't send it in a medium that allows sharing with a keystroke. A similar caution is offered for long email strings where the sender has emailed a group and the group members are responding to all. Sometimes it's better to jump out of the email string and write an individual message back to the sender. Email Messages and Email for Susiness DevelopmentEmail is a valuable means of communication. You wonder how anyone waited for snail mail just a few short years ago. Use email to congratulate, thank, request information, provide information and also to solicit new business. There are even online services that conduct massive, but highly targeted, email campaigns to generate new business for your firm. They will regularly send email on your behalf. Firms such as Constant Contact provide easy to use email templates and can even capture addresses through your online sites. A full-service contact management system, their email program allows for excellent customization of a message. And their emails are designed to produce. Constant Contact also believes in the "you get what you measure" mantra as they provide detailed reporting on activity and results. MORE FROM OUESTIONSANSWERED.NET Director (Academics) & Principal Gyanodaya International School Hanumangarh Town Rajasthan (India) Professional Biography & AchievementQualification: M.Sc. (Zoology), M.Ed. 38 years' experience of teaching (Biology/Science/ICT) including 26 years' Hari Krishna Arya experience of educational administration with different capacities. Lecturer, Biology (12 years); Eacturer, Institute of Advanced Studies in Education Officer (1 year); Ad. District Education Officer (1 month); Principal, Senior Secondary School (18 years), Ad. District Project Coordinator D.P.E.P. & SSA (Sarva Siksha Abhiyan) (Additional Charge, 3 years). Currently working as Principal in Ashwini Model Senior Secondary School, Hanumangarh Town of Rajasthan state of India. Always keen to learn & participate and very curious to try innovative practices. I am keeping myself updated with every new tools & techniques. Developed a number of teaching aids and actively involved in developing multimedia digital content on various topics of Biology & Science.Outstanding efforts done for spreading Computer Literacy, for which received well recognition. Actively involved in On-line teaching aids and Lync in a huge number of government Schools, having scarcity of teachers. Vast experience of conducting ICT training for teachers through PIL teacher Training Center and many other; and monitoring and administrating of Computer Aided Learning Project running in elementary schools under SSA.I use Technology tools like Smart Boards, Blogs, Presentations, Videos, Worksheets, E-mail to teach students. I share presentations, study tips, worksheets, question papers etc. with students through Email. I am also sharing Innovative teaching practices with other Community and other teacher's communities. I am regularly taking parts in discussions and contributing Learning activities and tutorials. Member of state level E-learning core group formed by Secondary education Department for various classes published by Board of Secondary Education, Rajasthan. A good number of articles on topics related to science, education and pedagogy have been broadcasted from All India Radio.Ed-tech blogger and Official Microsoft Hot Topic columnist. Good experience of organizing & conducting Science Fairs, Seminars, Various Workshops & training programs etc. especially on Science and ICT. Good experience of working as Resource Person for various educational programs etc. Workshops and Seminars.E-content reviewer for ICT@Schools (Educational WHRD).Mentor, Evaluator and Contributor to NROER (National Resources) - A web portal run under MHRD.Member of team of CIET, NCERT for Development of National ICT Curriculum for ICT Teachers, subject teachers and students.Recipient of several awards and accolades of national and international level.My Interests: Teaching; Innovations; Popularizing Science, Computer Science & IT and Environment. I have been very passionate to use technology in teaching and learning. In 1997 when I was posted in Govt, Senior Sec, School, Hanumangarh as Principal, with my sincere efforts I could able to select my schools) Project. This was a centrally sponsored scheme, Under this scheme one Pentium-1 and four dumb terminals were installed in school. It was none in view of modern scenario, but I was much excited to have it. I learned basics of computer and make use of technology in their teaching. Soon we were able to procure 10 more computers with printer, scanner, digital camera, modem etc. Our school was the first school in state to start Computer Science subject in XI and XII classes. All the teachers and students were taking deep interest in computer lab for students of another schools and general people also, but meanwhile I was transferred and posted as Additional District Education Officer. This was a setback to computer literacy project of school. Keeping in mind my academic taste and passion for computer literacy and was awarded with Computer Literacy Excellence Award 2003 by Honorable President of India Dr. A.P.J. Abdul Kalam. Owing to our outstanding achievements in ICT Education, government established District Computer Training programs most successfully including ICT training for teachers through PIL teacher Training Program sponsored by Microsoft. It is my belief that ICT plays a vital role in high quality learning and teaching. Advances in technology have opened up new possibilities for the way in which teachers educate their classes, giving potential for innovative ways to encourage students to become more engaged in their schooling. ICT increases student's motivation to learn, engagement in learning and their independence in learning in students. It improves their academic achievement also. The common fear that ICT shall replace a teacher is totally unfounded. Realization now seems to be slowly dawning on the teaching community that ICT is primarily to empower our future generations by providing them high quality ICT- enabled education. ICT has totally changed my work. With use of ICT now I am able to create my own material and thus have more control over the material used in the classroom than they have had in the past. It enabled me to deliver more material to students and it also eliminated several basic problems such as poor handwriting, poor artistic skill, contrast, lighting and visibility. I found that involving students in the creation of useful material as a part of a learning exercise is a way to make class more meaningful for students. Internet has also opened a new gateway of unlimited information was not so easily accessible before using technology. ICT has helped me to develop my skills and knowledge to become more effective in the classroom. By participating in online forums, I can share my best practice and discuss new ideas and developments in teaching. No doubt, I faced with some challenges as like lack of proper infrastructure & their maintenance, I can share my best practice and discuss new ideas and developments in teaching. power back-up, ICT phobia in teachers, lack of qualified teachers to teach ICT in schools, limited internet access, lack of interest in students, guardians and higher authorities, lack of initiative by the community leaders. But these challenges could never obstruct my keen desire to implementing technology in teaching & learning. Since last three years I have started a Virtual Class Room Project for sharing resources and service of expert teachers of different schools in my district, state and country. More than 35 schools have been connected through this project so far and we are very efficiently using the resources of one another. great interest and learn with zeal. This project is a boon to government schools facing shortage of teachers. Now I am extending this project beyond country, so that the students of our country can be benefitted from expert teachers of other countries and can also interact with their students. Now I am extending this project beyond country can be benefitted from expert teachers of other countries and can also impact on community. We have been working for spreading computer literacy for more than fifteen years through organizing various activities like seminars, exhibition, training programs etc. on ICT for community members. We are educating them for using e-mails, social networking, web searching, video conferencing, internet banking, on-line shopping, on-line reservation, on-line bill payment etc. Now they are using them efficiently. My interesting experience: After completing 14 years as Principal in Govt. Senior Sec. School, Hanumangarh Jn. (District H.Q.) and raising the school to its utmost heights not only in field of ICT but in all fields (academic as well as extra-curricular), I was transferred (or awarded for this extraordinary work?) to an interior, small, backward, rural school (Govt. Senior Sec. School, Silwala Khurd) in 2011 with the help of colleagues and community, after a short time, we were able to run the school nicely and soon the backward school became a pioneer school in most of the activities. New ICT lab with all necessary equipment and facilities was established with the help of community. A high speed broadband connection and diesel for generator were also managed by community. when they interacted with teachers and students of other schools of country as well as beyond the country through video conferencing. Teachers started searching for educational material on internet and developing their own digital content. A number of villagers became ICT literate. I stayed there only for 16 months, but this duration became a National ICT Award2. golden time for my service period. The work done by me in this duration gave me two great achievements -1. International Innovative Teachers Leadership AwardThanks to my department. In my current school there is good ICT lab with high speed internet connection. I provide my teachers maximum opportunities for participate in various training programs, workshops and activities related to ICT. Most of the teachers of my school are member of on-line teachers in collaboration with other teachers.* My effort is to convert each classroom into smart classroom.* I want to learn and share new tech tools of teaching with teacher's community. * I am much eager to achieve good skills in advanced animation, photo & video editing and web deigning softwares. * I want to collaborate with teachers from different regions and countries to do work together and bring positive changes in Educational environment. Technological environment is dynamic and progressing each day and my aim is to keep myself updated and do different online courses available through websites like PIL Network.com, Intel in education, Google training etc.

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