



Communication Workshop

Writing: A Letter of Application

Before you start

- 1 Read the advertisement and the letter. Answer these questions.
 - 1 What reasons does Maureen give for applying for the job?
 - 2 What evidence does she give to show that:
 - a) she is hard-working and committed?
 - b) she understands people from other cultures?
 - c) she could teach maths?
 - 3 Do you think Maureen's application would be successful? Why or why not?
- 2 Match the parts of the letter (1-5) with these topics:
 - a) signing off, b) personal qualities, c) qualifications, d) reasons for interest, e) reason for writing



WORLD AID

Join WORLD AID and work with local communities in the Third World. We are looking for volunteers to work in our camp near Chittagong in Bangladesh:

- to participate in our flood control and tree-planting operation,
- to help look after small children,
- to teach basic maths to primary children,
- to work on a survey of local wildlife.

Minimum stay - three months. Write to Michael Cartwright, (World Aid, Palmers House, Ludford SY18X) saying what kind of work you are interested in. Give details about yourself, say why you are interested and why you are suitable for the work. Successful applicants will receive free transportation, accommodation and board.

Linking

- 3 Look at the underlined words in the letter. Do they express addition, contrast or reason?

Mr Michael Cartwright

World Aid,
Palmers House,
Ludford.

Dear Mr Cartwright,

87 Orchard Rise,
Bishops Castle,
Oxfordshire.
September 15, 2001

1 I am writing to apply for the job of volunteer worker which I saw advertised in The Guardian last week. I would be interested in teaching maths to primary children in your camp in Chittagong in Bangladesh. I enclose a copy of my CV.

2 I am 18 years old and I have just finished secondary school in Newcastle. I would like to work for you because I am very interested in teaching. I would also like to learn about a different culture as I feel that intercultural understanding is extremely important.

3 I am a hard-working and committed person. I have participated for the last three years in a voluntary programme, Community Links, visiting elderly people in my local area. I also feel that I can get on well with people from other cultural backgrounds, since I have also taught immigrant children English at our church school.

4 I think I would be a good primary teacher of maths due to my teaching experience. Also, I have recently passed my Maths 'A' level (grade B), so I have a good understanding of the subject. In addition, I hold a certificate in first aid, which might be useful.

5 I look forward to hearing from you.

Yours sincerely,
Maureen Taylor
Ms Maureen Taylor



CURRICULUM VITAE

PERSONAL INFORMATION

Name: Maureen Taylor

Date of birth: 21.03.81

Nationality: British

Address: 87 Orchard Rise,
Bishops Castle SY9 7H

EDUCATION AND QUALIFICATIONS

Secondary school: Newcastle, 1992-99

Levels: English Literature (C), Maths (B),
Economics (D)

EXPERIENCE

Voluntary work for Community Links 1996-

Teaching English - St Paul's Church, Bishops
Castle

OTHER SKILLS AND ACHIEVEMENTS

Driving licence; First-Aid Certificate

(First Class)

INTERESTS

Reading; cinema; cooking; swimming.

Write a letter applying for work on a volunteer programme. Follow the stages below.

Stage 1

Imagine you are applying to work as a volunteer in Bangladesh. Decide which of the four jobs you are interested in. Think about why you are interested.

Stage 2

Write a simple CV. Then write notes about your reasons for wanting the job, your personal qualities, your qualifications and your practical skills.

Stage 3

Use your notes and CV to write the letter.

⇒ **Writing Help 7 (layout, useful vocabulary, linking), page 123.**

Stage 4

Check your letter for mistakes.

⇒ **Writing Help 7 (checking).**

Talkback

In pairs, read each other's letter. Then take turns to interview each other for the job. Ask your partner about:

personal information, education and qualifications, personal skills and achievements, hobbies and interests, why they think they would be good for the job

Would you select your partner for the job? Why or why not?

Speaking: A Short Speech

Give a short speech about which of these jobs should be paid best. Follow the stages below.

Stage 1

Choose the job you think is the most important.

doctor, farmer, fashion model, nurse, police officer, professional footballer, scientist, teacher

Now write notes for your speech. Use these headings.

- 1 the present pay and conditions of the job
- 2 the qualifications, skills and personal qualities needed
- 3 the importance of the job for society
- 4 why the other jobs are less important
- 5 what pay and conditions the job should have

Stage 2

Look at the Function File on page 51 (Giving Opinions). Practise saying your speech to yourself.

Stage 3

Read the Strategies.

SPEAKING STRATEGIES: Making short speeches

- Look at the people you are talking to. Use gestures to help you express yourself.
- Use *firstly*, *secondly*, *finally* to give your reasons.
- If you make a small mistake, continue speaking.
- If people don't understand you, try to express yourself with different words (*What I mean is ...*)
- If you can't think of what to say, use hesitation words (*right, OK, so now ...*).

In groups, use the Strategies to give your speeches.

Talkback

Decide in groups which job is the most important.

Listening: A Song

🔊 Listen to the song 'If You Could Read My Mind' and answer the question.

Which three of the following things does the song writer compare himself to?

a ghost in a castle, a soldier, the hero of a paperback novel, a dancer, a movie star, a model



7 A LETTER OF APPLICATION (page 94)

Layout

Name and address of the company	Your address The date
Greeting Dear Mr/Mrs/Ms ... , (if you know their name) Dear Sir/Madam, (if you don't know their name)	
Paragraph 1 Simply state your reasons for writing. <i>I am writing to you with reference to ...</i> <i>I am interested in applying for the job of ...</i> <i>I enclose a copy of my CV.</i>	
Paragraph 2 Explain why you are interested in a job. <i>I would like to work for you because I am very interested in ...</i> <i>I would also like to learn about ...</i> <i>I feel that ... is extremely important.</i>	
Paragraph 3 Give examples to show your personal qualities. <i>I think I am a ... person. For example, I have ...</i> <i>I also feel that I can ... / Finally, I am familiar with ...</i>	
Paragraph 4 Write about your qualifications and practical skills. <i>I think I would be a good primary teacher due to my teaching experience.</i> <i>I am a competent ... as I have completed a course in ...</i> <i>I am fluent in spoken and written ...</i> <i>In addition, I hold a certificate in ...</i>	
Formal ending <i>I look forward to hearing from you soon.</i> <i>Yours sincerely, (when you know the person's name)</i> <i>Yours faithfully, (when you don't)</i> Your signature Print your name	

Useful Vocabulary

Reasons: get experience, learn about, find out about, interested in

Personal qualities: committed, hard-working, reliable, determined, enthusiastic, creative

Experience: voluntary work, holiday jobs, participation in activities

Qualifications: hold a certificate in ..., passed exams in ..., completed a course in ...

Practical skills: fluent in (language), driving licence, cooking, first aid

Linking: Giving Reasons

I would like to work for you mainly because I am very interested in environmental issues, but also due to my interest in the problems caused by flooding.

I am familiar with problems of flood control, since I have lived all my life in a farm in Holland below sea level. I have a clean driving licence and I am a competent mechanic as I have completed a three-year course of evening classes.

Checking

Style: Have you used formal words and expressions? Don't use contractions.

Grammar: Check your letter for grammar mistakes.

8 AN INFORMAL LETTER (page 107)

Layout

Greeting Dear ...,
Introduction Say hello, ask a few personal questions and/or make a few chatty comments. <i>How are you? Did you pass the exam? I hope so. The weather here is really bad at the moment. Last week I went to ...</i>
Paragraph 1 State your main reason for writing. <i>Anyway, I'm writing to ...</i>
Paragraph 2 Finish the letter with an excuse to stop writing. <i>Well, I have to go now because ...</i>
Signing off Say goodbye and sign your name. <i>See you soon / Write back soon / Lots of love,</i> <i>Suzanne</i>

Useful Vocabulary

Presents: book about Britain, box of chocolates, cassette of traditional music, ornament, perfume

Music: classical, folk, heavy metal, jazz, rock, techno

Clothes: gloves, jeans, jumper, raincoat, shorts, suit, swimming costume, trainers

Places to go: art gallery, cinema, disco, football match, gym, museum, park, party, restaurant

Linking

Addition: first, also, finally

Contrast: but, however

Purpose: so that

Example: such as, for example

Reason: as, because

Time: when, while

Beginning of a sentence: Anyway, Well, Right

Checking

Layout: Have you organised your letter correctly?

Punctuation: Check your letter for full stops, capital letters and apostrophes in contractions.

Spelling: Use the Mini-dictionary to check your spelling.

Content: Have you answered the question?



Communication Workshop

Objectives

- To practise writing a letter of application.
- To practise using linking words expressing cause.
- To prepare and make a short speech.
- To listen to and understand a song.

Resources used

Cassette, Writing Help 7.

Possible problems

Some students may have more confidence than others when giving their speech.

Background

The layout and forms of expression in the letter are a good model for this type of formal letter from a young adult. The song 'If you could read my mind' is by Gordon Lightfoot.

Routes through the material

- ◇ If you are short of time, set some of the writing exercises for homework.
- ◇ If you have time, do the Options activities.
- ◇ If you have two lessons for this unit, the natural break is after the writing activities.

Language Powerbook: pages 82–83.

Writing: A Letter of Application

Before you start

Exercise 1

- Have students look at the heading for the advertisement ('World Aid') and predict what sort of job it is advertising.
- Students work individually, reading the advertisement and the letter and answering the questions.

Answers

- 1 She is interested in teaching and wants to learn about a different culture.
- 2a) She has worked in a local voluntary programme for three years.
b) She has taught English to immigrant children.
c) She has passed Maths 'A' level.
- 3 (Probably) 'yes' because she has all the right qualities and experience

Exercise 2

- Students work in pairs matching the parts of the letter with the topics.

Answers

1 e 2 d 3 b 4 c 5 a

- Students look at the Curriculum Vitae and, in pairs, read it and write down three questions about the information in the Curriculum Vitae to ask the rest of the class. Give students an example question: 'What is Maureen's surname/family name?' (Taylor). Explain that 'A' is the best grade and 'F' is the worst.
- When the pairs have written their questions, they take turns asking the class a question.

Linking

Exercise 3

- Working individually, students look at the underlined words and decide if they express addition, cause or contrast.

Answer

They express cause.

Stages 1–4

- Look back at the advertisement with the class and read out the four kinds of work being offered. Students choose one of the jobs and think about why they are interested in this type of work and what they have done that is relevant to the work.
- Students write their CV under the headings given in the CV for Maureen and make notes about their reasons for wanting the job, their personal qualities, their qualifications and their practical skills. Tell students they can invent information about themselves if they wish.
- Refer students to Writing Help 7 and to the example in the lesson (Maureen's letter).
- Students then check their letters for mistakes using Writing Help 7.

Talkback

- Read through the list of prompts for the interview with the class, and as revision of question forms, elicit questions for some of the prompts.
- In pairs, students read each other's letter and then interview each other for the job.
- After both the interviews, students say whether they would give their partner the job and give reasons for their decision.

Speaking: A Short Speech

Stages 1–3

- Ask students if any of them have ever made a short speech either in their own language or in English. If some of them have, ask them about it. Where were they when they made the