



Unit 1: Application letter and resume

IIIrd Grade – English Class

Instructions: For this activities, work with your students' book from pages 25 to 27

Ex. 1 Read the expressions below. Decide if they are formal or informal expressions. Why do you think that? Explain your answer.

- | | |
|---|-------------------------------------|
| a. Yours faithfully... _____ | e. Just a quick note to ... _____ |
| b. Be in touch ... _____ | f. Hello. _____ |
| c. I have recently completed... _____ | g. I am writing to request... _____ |
| d. I look forward to hearing from you _____ | h. I'm really grateful for... _____ |

Ex. 2 Look at the pictures on page 25 and discuss. What kind of skills did the applicants need to get their jobs?

A Mechanic needs to be _____

A Chef needs to be _____

A Photographer needs to be _____

A Hairdresser needs to be _____

While reading

Ex. 3 Key words. Match the key words with the correct definition.

- | | |
|--------------------|--|
| 1. Accomplishments | ___ extent in time |
| 2. Groundwork | ___ a complete assortment of printing type of one style and size |
| 3. Length | ___ something that serves as a head, top, or front. |
| 4. Font | ___ anything accomplished, esp. an achievement done |

with skill.

5. Heading _____ the part of a letter that by convention immediately precedes the signature, as "Very truly yours," or "Cordially."
6. Complimentary close _____ foundation or basis

Ex. 4 Read the text called: "How to write a job application letter" and find the following information in the informative text.

- a. Length of the application letter. _____
- b. Format of the application letter. _____
- c. Margin of the application letter. _____
- d. Size and type of font. _____

Ex. 5 According to the text...

- a. What kind of information must be highlighted in an application letter?

Your _____

- b. What other documents should be attached to the application letter?

An _____

- c. What should be the tone of the complimentary close?

It should be _____

- d. When are you ready to write your application letter?

Ex. 7 Write an application letter to work in a place you like. Consider the following information: Name, age, Address, Contact, academic accomplishments, previous jobs and /or leadership experience
