LIVEWORKSHEETS

A COVERING EMAIL

ANNOUNCEMENT

You're going to apply for a job in a Spanish Academy
Vas a solicitar un puesto de trabajo en una academia española

IMPORTANT*:
Main Word:
Grammar:
Vocabulary:

STRUCTURE

Paragraph	Main Word	Grammar	Vocabulary
1	0. From 1. To 2. Subject		
2	3. Dear. 4. Apply	Dear Sir/Madam*,	
3	5. Qualifications		
4	6. Attach I attach my CV 7. Ending	 Yours faithfully*,	

MÉTODO ISO - JMB

0. From
Jesus Martinez <martinez***@gmail.com
1. To
spanishacademy***@gmail.com
2. Subject
Job application
3. Dear
Dear Sir/Madam*,
4. Apply
I am writing to apply for a job in your Spanish Academy.
5. Qualifications
I am qualified teacher and I've been working as a teacher since February 2010.
I speak English very well (level C1).
6. Attach
I attach my CV
7. Ending
I look forward to hearing from you
Yours faithfully*,
Jesus Martinez

0. Desde
Jesús Martínez <martinez***@gmail.com
1. Para
spanishacademy***@gmail.com
2. Asunto
Solicitud de empleo
3. Estimado
Estimado señor/señora,
4. Solicite
Le escribo para solicitar un puesto de trabajo en su Academia Española.
5. Calificaciones
Soy profesora titulada y trabajo como profesora desde febrero de 2010.
Hablo inglés muy bien (nivel C1).
6. Adjuntar
Adjunto mi CV
7. Finalizar
Espero tener noticias suyas
Atentamente,
Jesús Martínez

LIVEWORKSHEETS

0. From
Jesus Martinez <martinez***@gmail.com
1. To
spanishacademy***@gmail.com
2. Subject
Job application[1]

Dear Sir/Madam*,
I am writing to apply for a job in your Spanish Academy[2]

I am qualified teacher and I've been working as a teacher since February 2010[3]
I speak English very well (level C1). I attach my CV.
I look forward to hearing from you.

Yours faithfully[4],
Jesus Martinez

LIVEWORKSHEETS

PASOS PARA CREAR PRODUCCIÓN ESCRITA (WRITING) U ORAL (MONÓLOGO) DE NIVEL SUPERIOR:
1.- Reconociendo si se pide hacerlo texto formal o informal y seleccionamos el listado de favoritos que le corresponde a dicho registro (link:_____), hay que tener en cuenta encabezado y cierre...
2.- Frases elementales de esta producción (página superior de A1-A2) a niveles superiores, las pasamos a nivel B1-B2-C1 con el objeto de titular o mejorar nuestra expresión del idioma, y para ello…
3.-Enriquecemos el texto con expresiones de nivel pero amoldándolas de tal forma que el texto tenga sentido, haciendo pequeñas modificaciones del mismo si se precisan.

0. From
Jesus Martinez <martinez***@gmail.com
1. To
spanishacademy***@gmail.com
2. Subject
Job application[1]

Dear Sir/Madam,
I am writing to apply for a job in your Spanish Academy[2]

I am qualified teacher and I've been working as a teacher since February 2010[3], so it is fair to say[10] I speak English very well (level C1) yet[2] I am broadening my horizons[28] with other languages. Last but not least[22] I attach my CV, , it is worth highlighting[26] if there is a chance interview, I can explain how the potential in me would be a great asset for your company.

I look forward to hearing from you.
Yours faithfully[4],
Jesus Martinez

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