



## WRITING ASSESSMENT 4<sup>th</sup> UNIT

Full name: \_\_\_\_\_ Date: November 15<sup>th</sup>, 2020

Grade: IIº Section: " \_\_\_ " Level: Intermediate Teacher: Patricia Montaño

**COMPETENCIA:** Escribe diversos tipos de texto en inglés como lengua extranjera

**CAPACIDAD:** Reflexiona y evalúa la forma, el contenido y contexto del texto escrito

**DESEMPEÑO PRECISADO:** Revisa si ha usado un vocabulario variado, apropiado y preciso para relacionar las ideas contenidas en el texto.

### **A Letter of application and a CV**

34 Norton Road  
Stoke  
SO3 6HT  
14<sup>th</sup> February

Dear Ms Simpson,

I am writing in response to your advertisement in *The Stoke Times*. I would like to apply for the job which you advertised in this newspaper on 10<sup>th</sup> February.

I enclose a CV with information about myself, including education and work experience. As you can see, I have experience of working with children and I also think that I am caring, patient and very hard-working.

I look forward to hearing from you.

Yours sincerely,

Diana Huxley



#### CURRICULUM VITAE

##### GENERAL INFORMATION

Address 34 Norton Road, Stoke, SO3 6HT  
Telephone (home) 0342 455 3212  
Telephone (mobile) 632 12 34 56  
Email dhuxley@anynet.uk

##### EDUCATION AND QUALIFICATIONS

Green Coat School, Stoke  
A levels in Economics (Grade A), Sociology (Grade B) and English (Grade B)

##### WORK EXPERIENCE

March 2013 – March 2015  
Part-time teaching assistant at Sunnydale Kindergarten, Stoke  
July – August 2012  
Helper at Green Valley Summer Camp, Brighton

##### INTERESTS

Cookery, Surfing  
Good knowledge of computers – MS Office, PowerPoint, Excel, Word

#### WRITING BANK

Useful expressions and conventions in formal letters.

- In formal letters, we write  our address and the date  in the top, right-hand corner.
- We write Mr for men, Mrs for married women and  Ms  for women when we do not make any distinction if they are married or not.
- We can use the phrase I  look forward  to hearing from you at the end of formal letters.
- When we know the name of the person we are writing to, we end the letter Yours  sincerely .
- We do not usually use  contractions  in formal letters. For example, we would write I would like not I'd like.

Read the writing bank and the models of an application letter and a CV to write a letter of application and your CV to apply for the job at the fast-food restaurant and:

- **State which job you are applying for**
- **Say what experience you have**
- **Describe your personal qualities**
- **End your letter**

**JOB OPPORTUNITY**



We need waiters and waitresses to work in our new, 21<sup>st</sup> century fast-food restaurant. Are you friendly? Are you fun? You are? Come and work for us!

Email a letter and CV to Gary Daly [gdaly@21stcenturyfood.co.uk](mailto:gdaly@21stcenturyfood.co.uk)