COLEGIO Colegio Santa Cruz
Río Bueno
English Department 2021

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… _____
b. Be in touch … _____
c. I have recently completed… _____
d. I look forward to hearing from you _____
e. Just a quick note to … _____
f. Hello. _____
g. I am writing to request… _____
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

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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?

_____

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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

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