

A letter of application. P. 109 SB
(Письмо-заявление на занятие должности)

A letter of application чаще всего является приложением к резюме, но оно также пишется при поступлении в университет, колледж или на краткосрочные курсы.

В таком письме следует указать детальную информацию о полученном вами образовании и опыте.

В письме следует придерживаться официально-делового стиля речи, быть вежливым и честным, приводить только достоверные факты.

Так же поскольку, это официальное письмо, то крайне важно использовать устойчивые фразы делового/официального стиля письма.

Почитай фразы **Useful Language**. Переведи и запиши их в словарь

Useful Language

Opening remarks: I am writing to apply/I am interested in applying for the position of ... which was advertised in ..., I am writing with regards to your advertisement which I read in ...

Work experience: I have ... years' experience working as ..., ... years ago, I worked as ...

Personal qualities: I am hard-working and ..., I consider myself to be punctual and friendly.

Closing remarks: I am available for an interview (any weekday morning/at your convenience), I look forward to hearing from you.

Кликни здесь. Пройди по ссылке и прочитай более подробно о том, как написать официальное письмо-заявление

Task 1.

Read the application letter and put the paragraphs a-d in correct order 1-4.

Прочитай письмо – заявление на занятие должности помощника в зоопарке. Обрати внимание **на стиль фразы 1-7**. Затем впечатай буквы параграфов **a-d** в порядке **1-4** их следования в тексте.

1

a closing remarks

2

b age/studies/qualifications

3

c opening remarks; reason for writing

4

d previous experience/personal qualities

Dear Mr Smith,

1) I want to ask for the job of part-time shop assistant at London Zoo Gift Shop 2) that I read about in The Daily News on Monday, 12th June.

I am 17 years old and I am a student at Darlington Secondary School. I have a certificate in Basic First Aid and recently passed an exam in intermediate German.

Last summer, I worked as a receptionist at my local swimming pool. This position gave me experience in dealing with the public which I feel 3) will come in handy in your shop. 4) I think I'm hard-working, reliable and punctual.

5) I can come for an interview at your convenience. 6) I can't wait to hear from you.

7) See you soon,

Emily Johnson

G

Task 2

Match the phrases 1-7 to correct register A-G

Соотнеси фразы 1-7 с их синонимами в официальном стиле

1 I want to ask for the job

... A

I look forward to hearing from you

2 that I read about

... B

Yours sincerely

3 will come in handy

... C

I am writing to apply for the position

4 I think I'm

... D

I consider myself to be

5 I can come

... E

I am available

6 I can't wait to hear from you

... F

which was advertised

7 See you soon

... G

would be useful

Task 3. Письменно в тетради. Обязательное задание

Write an application letter 90-110 words. Use the phrases on p. 109 SB

Напиши письмо заявление (не более 90-110 слов) по рекламному буклету ниже.

Используй полезные фразы урока на стр. 109. Придерживайся заданного ниже плана

CAMP LEADER NEEDED



Are you over 17 years old? Are you looking for a part-time weekend job? Do you like being around children? Then, apply now!

You don't need work experience, just lots of energy!

Send your letter of application to: Joy Summer Camp, 74 Oak St., Kent

Introduction: Dear Mr Smith,/Dear Sir/Madam,

Para 1: reason for writing (I am writing to ... which)

Para 2-3: • age/studies/qualifications

• previous experience/personal qualities

Para 4: closing remarks (I am available I look forward to)

Sign off: Yours sincerely,/Yours faithfully,

(your full name)

Useful Language

Opening remarks: I am writing to apply/I am interested in applying for the position of ... which was advertised in ... , I am writing with regards to your advertisement which I read in ...

Work experience: I have ... years' experience working as ... , ... years ago, I worked as ...

Personal qualities: I am hard-working and ... , I consider myself to be punctual and friendly.

Closing remarks: I am available for an interview (any weekday morning/at your convenience), I look forward to hearing from you.