

## **Тема: Рекомендаційний лист. Лексика.**

**Завдання 1.** Прочитайте та перекладіть текст устно.

### **GUIDELINES FOR WRITING LETTERS OF RECOMMENDATION**

Letters of recommendation are used to gather additional information about a candidate for employment, graduate study or other opportunity. It should give an overall picture of the candidate's:

- personal characteristics
- performance
- experience
- strengths
- capabilities
- professional promise

Preferably, the person writing the letter of recommendation has been in a working or academic relationship with the applicant. The letter should be about one page in length and generally consist of three parts: opening, body, and closing.

#### **Opening**

The writer should explain the relationship between himself/herself and the candidate as well as why the letter is being written.

For example: Bill Jones completed his student teaching under my supervision. I am pleased to be able to provide a letter recommending him for a position as a teacher.

The writer may want to describe the type of experience, length, and time period during which he/she worked with the candidate. The writer may also wish to describe any special assignments or responsibilities that the candidate completed.

#### **Body**

The body of the recommendation should provide specific information about the candidate. Information may include:

1. personal characteristics such as poise, confidence, dependability, patience, creativity, etc.
2. teaching abilities such as knowledge of the subject area, problem solving abilities, ability to manage students, ability to work with colleagues and parents, curriculum development, etc.
3. Specific areas of strength or special experiences. The candidate may have some exceptional strengths such as a very high energy level or excellent communication skills. A candidate may also have a specific area of knowledge or experience such as a strong background in science, an undergraduate degree in another area or related work experience in education, a research project, coaching, extracurricular activities, etc.

#### **Closing**

The closing of the letter should briefly summarize previous points and clearly state that you recommend the candidate for the position, graduate program or opportunity they are seeking. The recommendation letter should be written in language that is straightforward and to the point. Avoid using jargon or language that is too general or effusive.

**Task 2** Define whether the sentences **True** or **False** are:

	<b>True</b>	<b>False</b>
1. Letters of application shouldn't include professional promise and capabilities		
2. You don't need any relationship with the applicant.		
3. The letter should be about one page in length.		
4. The body of the recommendation shouldn't provide specific information about the candidate.		
5. The body of the recommendation should provide specific information about the candidate.		
6. Use jargon or language that is too general or effusive.		

**Task 3.** Answer the following questions.

1. What is the aim of recommendation letters?
2. What information should the letter of recommendation include?
3. What is the size of the recommendation letter?
4. What parts does it consist of?
5. What information should you include into the opening part?
6. What information should you include into the body?
7. What should the closing do?