



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

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?

\_\_\_\_\_

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
