



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