

Writing a letter of application

Підготувала

викладач англійської мови

ДНЗ “Уманський професійний аграрний ліцей”

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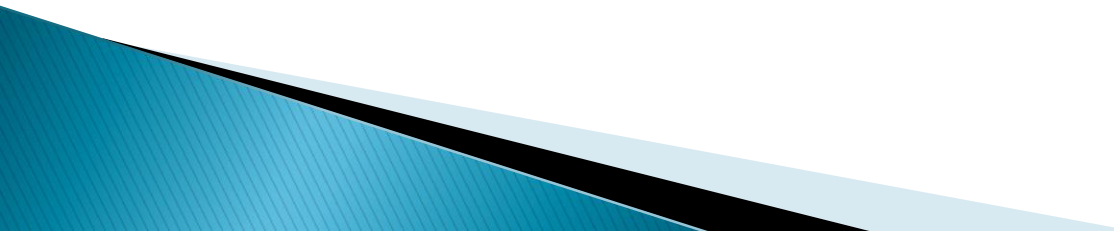
Thursday, the fifteenth of February

Class-work

**Topic: Writing a letter
of application**



Warming up. Tongue twisters

- ▶ **How many cookies could a good cooker cook?**
 - ▶ **A fat cat sat on a man's black hat.**
 - ▶ **A proper copper coffee pot.**
- 

Brain storming

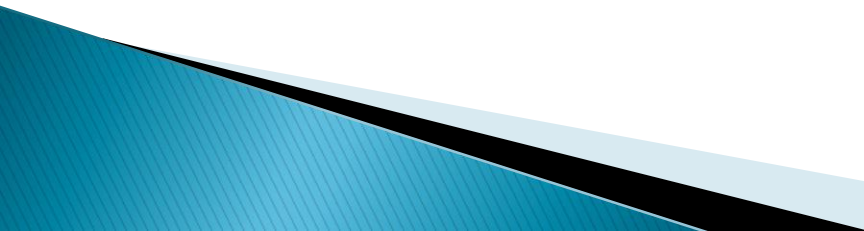
Translate into English:

- ▶ посада,
 - ▶ робота,
 - ▶ зарплатня,
 - ▶ вимоги до кандидата,
 - ▶ співбесіда,
 - ▶ роботодавець,
 - ▶ досвід роботи,
 - ▶ працівник,
 - ▶ акуратний,
 - ▶ відповідальний,
 - ▶ репетиція,
 - ▶ мотивувати,
 - ▶ навички,
 - ▶ той, хто проходить співбесіду,
 - ▶ вакансія.
- ▶ position
 - ▶ job
 - ▶ salary
 - ▶ job requirements
 - ▶ interview
 - ▶ employer
 - ▶ experience
 - ▶ employee
 - ▶ accurate
 - ▶ responsible
 - ▶ rehearsal
 - ▶ motivate
 - ▶ skills
 - ▶ interviewee
 - ▶ job vacancy

Useful words and phrases

- ▶ state,
- ▶ zip code,
- ▶ attached document,
- ▶ job title,
- ▶ greeting,
- ▶ advert,
- ▶ hiring manager,
request,
- ▶ via email,
- ▶ to apply for,
- ▶ in response,
- ▶ accountant,
- ▶ delaying payments,
- ▶ to arrange an
interview.

Structure .A letter of application

- ▶ **Heading** (*include your name, address, city, state, and zip code, followed by your phone number and email. The date should be on the next line. Then you should list the name of the company contact, their title, the company address and city, state, and zip code.*)
 - ▶ **Greeting** (*Dear Mr./Ms. Lastname. or Dear Sir or Madam*)
 - ▶ **Body of Letter** (*include your experience and describe your skills*)
- 

Structure .A letter of application

- ▶ **Closing paragraph** (*say thank you to your reader for his consideration and request an interview.*)
- ▶ **Complimentary close** (*end your letter with a polite closing, such as “Sincerely your, your name” or “Yours faithfully, your name”, and your signature*)

③ Do the puzzle and find the mystery word.
This word is the name of the capital of Wales.

- apply
- forward
- application
- faithfully
- advert
- postcode
- Sir



1	a	p	p	l	i	c	a	t	i	o	n			
						2	a	p	p	l	y			
			3	a	d	v	e	r	t					
4	p	o	s	t	c	o	d	e						
						5	S	i	r					
							6	f	o	r	w	a	r	d
7	f	a	i	t	h	f	u	l	l	y				

- 1 Please send me an form.
- 2 I would like to for a place.
- 3 I saw your in the newspaper.
- 4 EH12 9LZ is a
- 5 Dear or Madam,
- 6 I look to hearing from you.
- 7 Yours

Home task.

Write your own letter of application applying for a position of a chef in a restaurant using the learnt patterns.

**THANK YOU
FOR YOUR
ATTENTION !**

