

Презентация
к уроку английского языка
“Applying for a job”
(Writing a letter of application)
для 9 класса.

УМК Биболетовой М. З.

Учитель английского языка
МБОУ гимназии №19 имени Н.З.
Поповичевой г. Липецка
Жаглина Татьяна Владимировна.



Fascinated by wildlife?

Do you want to live in sub – zero temperatures?

The Antarctic Research Project is looking for helpers.

You will be a part of a team spending 18 months studying Antarctic wildlife.

For further information: phone 02134 568827

- *fascinating*
- *adventurous*
- *tiring*
- *boring*
- *important*
- *uncomfortable*

Ex 1. Read the letter and put the missing words in gaps 1 – 12.

•join •two •expand •spare •enclose (прилагать) •hearing •helping •as •fascinated •applying •interested •look

21 Alexis Mansions
London
N14 7FD

21st August 2011

The Antarctic Research Project
15 Queen's Road
London SW2 WPD

Dear Sir or Madam,

I am¹ ___ in ² ___ for the job of helper with the Antarctic Research Project, advertised in the London Times on 18 August.

My reasons for wishing to ³ ___ the team are that I have always been ⁴ ___ by wildlife and I would very much like to ⁵ ___ my knowledge of wildlife by doing research of this kind.

I⁶ ___ my Curriculum Vitae.⁷ ___ you will see, I have worked in ⁸ ___ veterinary practices in my⁹ ___ time and have spent some time in the north of England ¹⁰ ___ a vet during the lambing season.

I¹¹ ___ forward to¹² ___ from you.

Yours faithfully,
Adrian Roberts
Adrian Roberts

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London
N14 7FD

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The Antarctic Research Project
15 Queen's Road
London SW2 WPD

Dear Sir or Madam,

I am **interested** in **applying** for the job of helper with the Antarctic Research Project, advertised in the London Times on 18 August.

My reasons for wishing to **join** the team are that I have always been by **fascinated** wildlife and I would very much like to **expand** my knowledge of wildlife by doing research of this kind.

I **enclose** my Curriculum Vitae. **As** you will see, I have worked in **two** veterinary practices in my **spare** time and have spent some time in the north of England **helping** a vet during the lambing season.

I **look** forward to **hearing** from you.

Yours faithfully,

Adrian Roberts

Adrian Roberts

Applying for a job

(Writing a letter of application)

**21 Alexis Mansions
London
N14 7FD**

21st August 2011

**The Antarctic Research Project
15 Queen's Road
London SW2 WPD**

Dear Sir or Madam,

I am interested in applying for the job of helper with the Antarctic Research Project, advertised in the London Times on 18 August.

My reasons for wishing to join the team are that I have always been by fascinated wildlife and I would very much like to expand my knowledge of wildlife by doing research of this kind.

I enclose my Curriculum Vitae. As you will see, I have worked in two veterinary practices in my spare time and have spent some time in the north of England helping a vet during the lambing season.

I look forward to hearing from you.

Yours faithfully,

Adrian Roberts

Adrian Roberts

Curriculum Vitae

Adrian Roberts

Phone: 2001 567 3456

Date of birth: 19 June 1993

Age: 18

7FD

Nationality: British citizen

Education

Hillside Secondary School, London

2011 General Certificate of Secondary Education

Maths, Geography, Physics, Biology, Chemistry, English, History

2000 Advanced Level examinations

Chemistry, Physics Biology, Geography

Responsibilities

Editor of the school magazine

Represented the school at cricket, football, chess, swimming

Work experience

2009 London Weekly: assistant typist

2010 Winchmore Veterinary Practice, Brighton

2011 Helping at a Veterinary Practice, Bowett, Yorkshire

Interests

Member of the local Scout group

Rock climbing

Sports diver

Referees

Dr Peter Murray Mr Charles Rowell

Ex. 2 Put the information in the correct order.

- 1. Relevant skills or knowledge**
- 2. Reasons for applying for the job.**
- 3. Particular points in the CV that show experience is relevant.**
- 4. Why he is writing the letter.**
- 5. Reference to the CV enclosed.**

Ex. 3 Choose the correct preposition in each sentence.

1. I don't like the idea of working ***in/for/by*** someone.
2. Paul joined us ***to/for/as*** a research assistant.
3. To join a team ***as/of/for*** experts, ring this number.
4. A knowledge ***in/of/for*** wildlife is desirable.
5. I have always enjoyed *working* ***for / with / by*** animals.
6. Send in a CV when applying ***in / to/for*** a job.
7. I am interested ***for/in/ to*** the job advertised.
8. Maria has always been fascinated ***in / with /by*** wildlife.
9. Sam represented his school ***of/at/with*** sports.
10. We look forward ***to /of/for*** hearing from you.

Ex. 4 Find 13 mistakes and rewrite the letter.

Dear Sir or Madam,

I would like to apply of the job of helper on the Reasearch project. My reasons to doing this are that I have always fasinated by the world of wildlife and I am very good in working in a team.

I am putting my curriculum vitae. Because you will see, I have organised many events at school and have spent the some time working in an office at the weekends.

I look forward to hear from you.

Yours sincerely,

Susanna Taylor

Susanna Taylor

Dear Sir or Madam,

I would like to apply **for** the job of helper on the **Research** project.

My reasons **for** doing this are that I have always **been fascinated** by the world of wildlife and I am very good **at** working in a team.

I **enclose** my **Curriculum Vitae**. **As** you will see, I have organised many events at school and have spent **some** time working in an office at **weekends**.

I look forward to **hearing** from you.

Yours **faithfully**,

Susanna Taylor

Susanna Taylor

Writing tip

Planning and writing a CV

- 1. Write all the necessary personal information at the top.**
 - 2. Write the name of your secondary school and any examination results.**
 - 3. Write any responsibilities you have now or had in the past at school.**
 - 4. List any work experience you may have had and when you did it.**
 - 5. Think of any interests you have outside school.**
- Write the name of at least one referee. It can be one of your teachers, or someone who knows you well.**

Staff wanted

We are currently looking for porters, chef's assistant, pool attendants and bar staff for summer work all over the Mediterranean on a luxury cruise liner.



Minimum period - two month

Accommodation and meals provided

Previous experience not essential

Interested?

Send your CV and a letter of application to...

JOB	REASONS FOR WANTING JOB	RELEVANT INTERESTS/ STILLS / EXPERIENCE
porter		good sea legs (i.e. don't get seaside)
Chef's assistant	plan to train as a chef	weekend work in a local restaurant
pool attendant		lifesaver's medal
bar staff	enjoy meeting people	

Plan

Dear Sir/Madam,

Introduction

(Paragraph 1) *explain why you are writing*

Main Body

(Paragraph 2) *your reasons for wanting the job*

(Paragraph 3) *some brief reference to your interests, skills and experience which may suggest that you are suitable for the job*

Conclusion

(Paragraph 4) *closing remarks*

Yours faithfully,

(your signature)

(your full name)

HOMEWORK:

**Write your CV and a letter of application. You are going to apply for one of the jobs in this advertisement. Use the plan, the writing tip, Adrian`s letter and the CV on page 162 (ex23) in your text book as a model.
(100-120 words)**