



FAR AHEAD T^{le} (UNIT8)

WRITING

UNIT 8: ACROSS CULTURES

SESSION 4: WRITING

Learning context:

After the baccalaureate, your pen-friend would like to ask for a job in one of the big factories of the country. You are asked to help him to write his application letter following the stages below.

Task 1: Look at the qualities in the box. Choose three of them to describe yourself giving examples.

Example: I am versatile. What do I mean? Well, I'm good at doing lots of things. For example, I play basketball as well as handball and football. I am also ... because Finally, I amtoo. For example,

analytical, attentive, confident, conscientious, dedicated, efficient, energetic, enterprising, flexible, independent, patient, people-oriented, persevering, reliable, responsible.

Task2: Read Eva Simone's cv. what are her qualities?

Eva-Simone KODJO BP 101
Yaoundé
Mobile: (237) 640-61-69-49 *
Email: evasimkod<@ic.com
Age: (1)

Personal profile

I am a conscientious and outgoing school leaver with excellent human relation skills. My main qualities are compassion, commitment and courage.

Education:

2013 – present: The Sainte-Marie Girls' High School, Yaoundé
Baccalauréat: Bac D
Special achievements: School (2).....and captain of the under -18 (3)..... which enabled me to develop responsibility and team-working skills.

Voluntary experience The Vridi Centre for disabled children
2015 – present Volunteer teaching assistant for deaf children aged (4) (Part-time in the evenings during term time)
2014 Helped coordinate activities for disabled children at (5)..... .

Work experience

2015 - present (6) for two families on a regular basis
2014 (July and August) Full-time (7)for four children

Other qualifications

First Aid Certificate: Followed a course in basic first aid techniques
Sign Language: Sign language training for the deaf
Languages: Fluent in English and (8).....
Interests: sports, jewellery, cooking and sewing

Task3: Read the model text on page 100 and reorder the paragraphs of the letter so that they correspond to this formal letter plan.

MODEL TEXT

Samuel Ndongo
013 BP 333 Divo 013 Côte d'Ivoire
Mobile: (225) 59-89-68-56
Email: andongo@ic.fr

13, April 2016

The Director of Human Resources
OLHAMO
BP 001
Abidjan, Côte d'Ivoire

A Ref: Work Placement Application: retail

Dear Sir or Madam,

B ... As you can see from my CV, I have had a lot of experience in the retail sector during the holidays and at weekends, and these positions have given me a greater understanding of the work environment. They have also enabled me to develop a variety of skills in communicating, taking initiative, and the ability to work with many different types of people.

C ...I am currently completing my final year at high school in Divo and I expect to obtain excellent grades in my Baccalauréat exam. I intend to do international business studies at university in preparation for a career in International Trade.

D ...Thank you for considering my request. I would be very happy to supply additional details that you may need, and I am available for a video interview at any time. I look forward to hearing from you in the near future.

E ...I am a conscientious person who works hard and pays attention to details. I am flexible and quick to pick up new skills and ready to learn from others. I am outgoing and friendly

Task 4: COMMUNICATION

You have just succeeded at the baccalaureate. In order to acquire experience, you would like to work at SONAFER during the summer holidays. The CEO of the company is Anglophone. Write him a good letter to apply for a job. Follow the layout and style of the covering letter.