

0 - LEAD-IN

Imagine you're the committee in charge of hiring for a new position at your company, and you've just received letters from four of the candidates. Here are the first sentences from each of their application letters. Decide with your partner which makes the best first impression and which makes the worst.

What did you decide?

3 - FOCUS ON MODEL

- *Ss are finding phrases for good impressions.*

Here's a text— this is a job application letter. Read the text and complete both sections.

- PC ★

11 - FOCUS ON LANGUAGE

- *Board useful phrases.*
 - ▶ “I am in an excellent position to ...”
 - ▶ “more than happy to ...”
 - ▶ “been very keen on ...”

There are a few useful phrases for the text that I'd like to go over. When Paulo says “I am in an excellent position to understand...”, what does he mean?

Good; what's the difference?

> One makes a better first impression (because it sounds more professional).

Here are a couple more professional sounding phrases.

- *Touch on/ elicit the meanings of the others.*

15 - PLANNING

- *Wield the handout.*

You're going to write your own job application letter to a volunteer organization. Before you start, choose one of these three— or come up with your own— and make a list of reasons that you're a good candidate.

- *Furnish Ss with the handout.*

20 - WRITING

Okay, you can start writing now. I have paper if anyone needs it.

- *Monitor for progress and language.*

32 - PUBLISHING

- *Collect DEC content.*

42 - ERROR CORRECTION

- *opinion on CONTENT*
- *DEC — Elicit corrections of errors.*