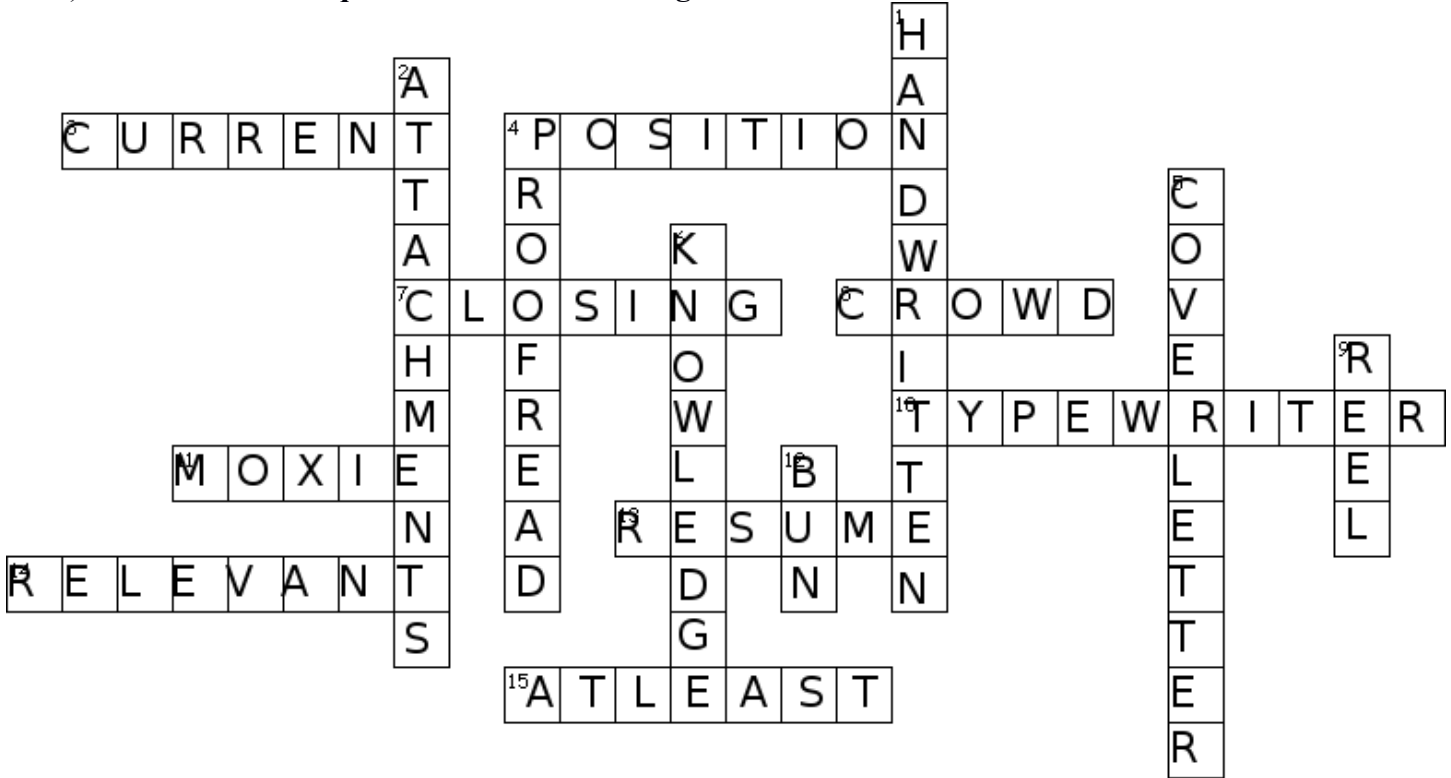


## Week 5 : Cover letters

### 1) Find in the text equivalents to the following definitions :



#### Across

3. of the present time
4. job
7. last words of a letter
8. a large group of people together
10. a machine with keys that you press to produce letters and numbers on paper
11. courage and motivation
13. CV
14. connected with what is being discussed
15. minimum (2 words)

#### Down

1. not printed by a machine
2. extra documents that can be added to a letter
4. to find and correct mistakes in a text
5. a document sent with your CV to provide additional
6. the fact of knowing about something
9. motion picture or video which can be added to an application
12. round bread

### 2) Say in what order the following actions should be taken :

- |   |   |
|---|---|
| a) Show that you got information about the firm. <u>3</u>     | g) Control the spelling. <u>9</u>                                 |
| b) Check that you can be reached easily. <u>8</u>             | h) Finish you letter correctly. <u>7</u>                          |
| c) Answer particular points of the job offer. <u>5</u>        | i) Say where you worked and what you did previously. <u>4</u>     |
| d) Go to the post office. <u>10</u>                           | j) Don't forget to say what other documents you include. <u>6</u> |
| e) Send to a particular individual. <u>1</u>                  |   |
| f) Don't start without saying exactly what you want. <u>2</u> |   |

### 3) Say whether the following statements are right or wrong. Justify with a quote from the text.

- |   |       |
|---|-------|
| a) A cover letter is never necessary.<br>_____ like a burger without a bun _____  | Wrong |
| b) It's advisable to use a fountain pen rather than a pencil.<br>_____ should never be handwritten _____                | Wrong |
| c) In some cases, it may be a good idea to telephone before sending the letter.<br>_____ call the company and ask _____ | Right |
| d) Employers will necessarily link what you did before to the present offer.  | Wrong |

_____ don't count on employers to connect the dots _____	
e) Be neither too long nor too vague.	Right
_____ keep your cover letter short and concise _____	
f) A cover letter is signed just under your name.	Wrong
_____ leave four blank lines between your closing and your name _____	

#### **4) Translation**

Si vous commencez votre lettre par « à qui de droit », vous ne prouverez pas que vous vous êtes intéressés à l'entreprise.

If you start your letter with « to whom it may concern », you won't prove that you care about/showed interest in the company/firm.

La personne qui vous lira ne fera pas le lien entre vos activités précédentes et l'offre d'emploi présente si vous ne le lui expliquez pas.

The person who will read your letter won't connect the dots between your previous activities/past experience and the current job offer/posting if you don't do it.

Quelques courts paragraphes suffisent à convaincre.

A few short paragraphs are enough to be convincing.

L'important est de se distinguer des autres candidats.

What matters is to be set apart from the crowd

Soyez certain qu'une lettre de candidature soignée sera appréciée.

Rest assured that a carefully written letter / a letter written with extra care/ will be appreciated.

#### **5) Grammar : Imperatives**

a) Most verbs in the document are written in the imperative, either positive (most of them) or negative.

Explain what you must do to give people an order. Positive : Infinitif sans to Negative : Don't + inf ss to

b) Write the relevant orders corresponding to the following instructions :

You want your colleagues to show you where the restaurant is. Show me where the restaurant is.

You want your boss to tell you when you must start. Tell me when I must start

You want your friends not to interfere with your decision. Don't interfere with my decision

c) Orders can also concern yourself as well as others. In that case what verbal form should you use ?

Positive : Let's + inf ss to Negative : Let's not + inf ss to

d) Write the relevant orders corresponding to the following instructions :

You are with your colleagues and you want to work on the new project. \_Let's work on the project

You are with your colleagues and you don't want to repeat preceding mistakes. Let's not repeat preceding mistakes

#### **6) Grammar : Asking questions**

Ask the questions corresponding to the following instructions :

Say what position you are after : What position are you after ?

Say how you found out about it : \_How did you find out about it ?

Say how your previous jobs are relevant to the current opening : How are your previous jobs relevant ?

Say when you read that job advertisement : When did you read that job advertisement ?

Say if you included all your contact information : Did you include all your contact information ?

Say when you want to start. When do you want to start ?