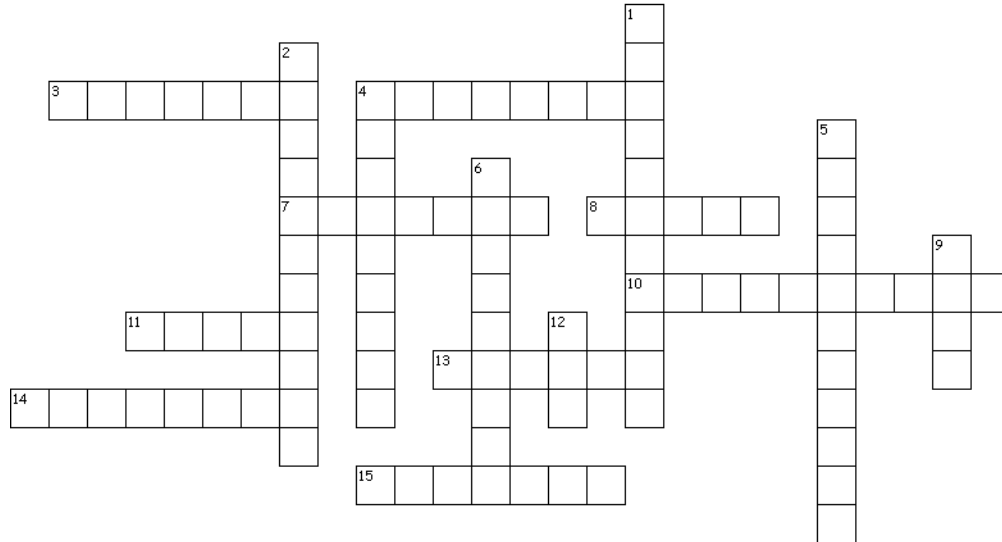


Week 5 : Cover letters

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



Across

3. connected with what is being discussed
7. a machine with keys that you press to produce letters and numbers on paper
8. round bread
9. a large group of people together
10. courage and motivation
11. not printed by a machine
13. motion picture or video which can be added to an application
14. minimum
15. the fact of knowing about something

Down

1. job
2. of the present time
3. CV
4. extra documents that can be added to a letter
5. a document sent with your CV to provide additional information (two words)
6. to find and correct mistakes in a text
12. last words of a letter

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

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

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

- | | |
|---|-------------|
| a) A cover letter is never necessary. | Right/Wrong |
| b) It's advisable to use a fountain pen rather than a pencil. | Right/Wrong |
| c) In some cases, it may be a good idea to telephone before sending the letter. | Right/Wrong |
| d) Employers will necessarily link what you did before to the present offer. | Right/Wrong |
| e) Be neither too long nor too vague. | Right/Wrong |
| f) A cover letter is signed just under your name. | Right/Wrong |

4) Translation

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

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.

Quelques courts paragraphes suffisent à convaincre.

L'important est de se distinguer des autres candidats.

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

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 : _____ Negative : _____

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

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

You want your boss to tell you when you must start. _____

You want your friends not to interfere with your decision. _____

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

Positive : _____ Negative : _____

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

You are with your colleagues and you want to work on the new project. _____

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

6) Grammar : Asking questions

Ask the questions corresponding to the following instructions :

Say what position you are after : _____

Say how you found out about it : _____

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

Say when you read that job advertisement : _____

Say if you included all your contact information : _____

Say when you want to start. _____