

Units 7 & 8 Writing worksheet

Writing a formal email

GOAL: write a formal email for a job application.

Include: organised ideas; the appropriate layout and language, reference words; expressions for more formal emails.

1 Discuss the questions.

- 1 What jobs do people in your family have?
- 2 Do you have work experience? What? When? Why?
- 3 What job do you want in the future? Why?
- 4 What skills do you have for the job you want in the future?

2 Read the email and answer the questions.

- 1 What job is Matt applying for?
- 2 What experience does Matt have?
- 3 Why does Matt think he will be good at the job?
- 4 When can Matt work?

To: ann.malone@artgallery.com

Subject: part-time job

Dear Ms Malone,

¹ I am writing to apply for the part-time summer job as a sales representative at the art gallery. I have attached my CV for your reference.

² At present, I am studying for my final exams. I am on the school Student Council and I organise regular activities for students. I also have experience working with customers. This is due to my last summer job as a shop assistant.

³ I work well in a team and have excellent organisational skills. I am good with customers and I love speaking in English. I believe these are the right skills the job.

⁴ I am available for an interview after school hours Monday to Friday. I can work all of July and August.

I look forward to hearing from you.

Yours sincerely,

Matt

Writing skill organising ideas

Text types often have a clear order of ideas. Skilled writers follow this order to help the reader to understand the text.

For example, this is the typical order of ideas in emails applying for a job.

- Paragraph 1: Purpose – In an email applying for a job, include the purpose at the start of the email. Remember – you know why you are writing, but the readers do not know. You need to tell them.
- Paragraphs 2 / 3: Experience and skills – Give the reader information about your experience and skills. This helps the reader to decide about you and the job.
- Future action – End the email with a reference to future action. What will you do next? What will the reader do next?

3 Number the main ideas 1–4 to match the paragraphs in the text in Exercise 2.

___ Purpose ___ Future action ___ Skills ___ Experience

Writing mechanics using the appropriate layout and language

Use the appropriate layout and language for the type of writing. This helps the reader to understand the text type and to follow your ideas. For example, in formal emails:

Start with: *Dear + title + surname + ,*

Dear Dr Hamad,

Leave a line between each section to show the paragraphs clearly.

End with: *Yours sincerely, + your name*

*Yours sincerely,
Francesca*

Use more formal words in your email and avoid using contractions.

~~*I'm interested in...*~~ → *I am interested in ...*

4 Look at parts of an email below. Rewrite them to improve the layout and language.

Hi Simon Daniels. I'm writing about the job advertised...

→

I'd be happy to come to an interview next week. Let me know. Jess

→

Writing mechanics using reference words *this, that, these* and *those*

Use *this* and *that* to refer to singular nouns.

I have a job in a shop at the weekend. This gives me experience in helping customers.

Use *these* and *those* to refer to plural nouns.

I learned many skills in my summer job. These help me with my studies now.

You can also use *this* and *that* to refer to a complete idea.

I always work hard. This helps me at school and in my weekend job.

We worked a lot as a group and that helped me with my teamwork skills.

5 Read the text from Exercise 2 again. Circle two reference words from the Writing mechanics box. What do the words refer to?

6 Choose the correct reference word to complete each sentence.

1 I have two part-time jobs at the moment. *This / These* are both very interesting.

2 We did a practice interview at school. *That / Those* really helped me to improve my skills.

3 I visited the European offices, but not the offices in Asia. I will visit *this / those* next month.

4 I am doing a lot of research about the company. *These / This* will help me at the interview.

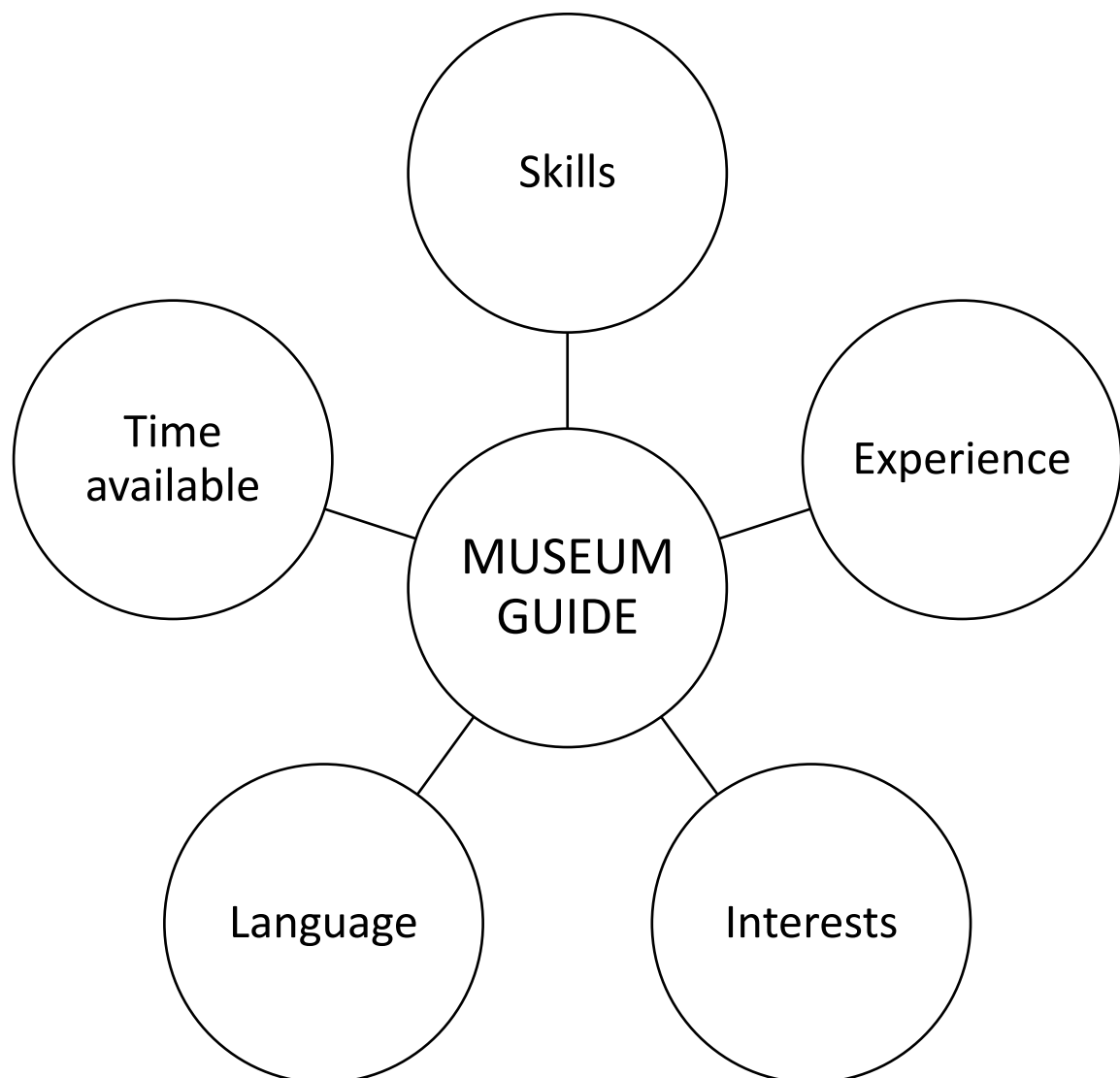
WRITE

7 You see the following advertisement on the student noticeboard and you want to apply for the job. Complete the mind map to help you plan your email. Use your own ideas.

Wanted – enthusiastic English speakers!

Would you like to work as a museum guide this summer? Do you enjoy meeting other people from different countries? Are you interested in culture? If so, apply now!

Closing date for applications: 31 May



8 Review your notes on the mind map and add the information you want to include in your email to the plan below.

| | |
|---------------|--|
| Purpose | |
| Experience | |
| Skills | |
| Future action | |

9 Look at the *Key language* box. Which expressions are in the email?

Key language expressions for more formal emails

Opening

Dear ... ,

Purpose

I am writing to apply for ...

I would like to apply for the position of ...

... I saw the advertisement ...

I have attached my CV for your reference.

Future action

I am available for ...

I am happy to attend an interview ...

I look forward to hearing from you (soon).

Closing

Thank you for your time.

Yours sincerely,

10 Write your email to apply for the job. Use your notes and ideas, the appropriate layout and language, reference words and expressions from the *Key language* box. Write 80–100 words.

11 Read your partner's work and tick (✓) the checklist.

Has your partner ...

- ☐ ... organised ideas into paragraphs?
- ☐ ... used the appropriate layout and language?
- ☐ ... used reference words?
- ☐ ... used expressions for formal emails?