

Example 1. Training activity: Written interaction – Correspondence

Title: Enquiring about a job position
Language: English
CEFR Level: B2/ B2+
Teaching and assessment
Target group: students in the first or second cycle of studies
Author: VITbox team

Goals of the activity: to write a letter of enquiry and to supply information in an answer to such a letter

0. Introduction

As a part of a series of classes related to future job opportunities, students read several job advertisements related to their field of study. The advertisements should be edited in such a way that the information about necessary qualifications would be scarce or missing.

1. Warm-up

The activity starts with a discussion on the differences between formal and informal correspondence.

2. Task 1: Reading and analysing examples of formal and informal letters/emails – preparation

Students read fragments of letters/emails and search for characteristic features of formal and informal language.

3. Task 2: Writing an enquiry letter

The students are asked to choose one of the advertisements and to write a short formal letter to the company expressing their interest in the position and describing briefly their educational background and their achievements. They are asked to enquire about the necessary qualifications for the advertised job. Students are encouraged to ask other relevant questions.

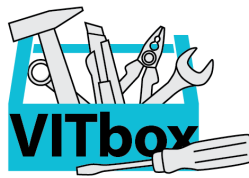
4. Task 3: Writing the answer to the enquiry

Then the students exchange the letters/emails. They are also given the original advertisements which have all the information about both the responsibilities and the qualifications necessary for the jobs. After reading the letters and the advertisements they compose appropriate replies.

5. Task 4: Peer feedback and class discussion

The activity may be followed by a class discussion on the qualities of a good job position.

A possible source of advertisements: <https://www.euroengineerjobs.com>



Descriptor: CEFR level B2+

Mode of communication / Activity, strategy or competence: Written interaction	Scale: Correspondence
Descriptor: Can compose formal correspondence such as letters of enquiry, request, application and complaint using appropriate register, structure and conventions.	

Descriptor: CEFR level B2

Mode of communication / Activity, strategy or competence: Written interaction	Scale: Correspondence
Descriptor: Can use formality and conventions appropriate to the context when writing personal and professional letters and e-mails. Can obtain, by letter or e-mail, information required for a particular purpose, collate it and forward it by e-mail to other people.	