



Example 1. Classroom activity: Written interaction – Correspondence

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| Title: | Asking for recommendations |
| Language: | English |
| CEFR Level: | B2 |
| Teaching and assessment | |
| Target group: | students |
| Author: | VITbox team |

Goals of the activity: to write an email to a teacher asking for a recommendation and to write a reply to such a letter.

0. Introduction

As a part of a series of classes related to correspondence, students are asked to write an email to their teacher asking for a recommendation.

1. Warm-up

The activity starts with a discussion on the characteristics of formal and informal correspondence.

2. Task 1: Preparation

The teacher supplies students with a job advertisement. The advertised position should be related to students' interests and their field of study.

Students are asked to imagine that they are looking for a job and would like to apply for the position advertised. One of the requirements is to supply a recommendation from a university teacher. Students are asked to imagine that they have taken part in a specific course at the university that is related to the job that they are applying for. They completed the course successfully and they enjoyed the course very much. Now they are going to write emails to the teacher in which they will ask for a recommendation.

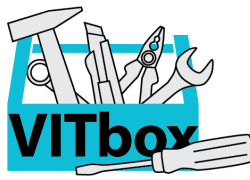
3. Task 2: Writing an email asking for a recommendation

Students are encouraged to think of a specific class in their program of studies and write emails asking for a recommendation giving the name of the company and other relevant details.

4. Task 3: Simulation – writing the answer to the request for a recommendation

Then the students exchange the emails. After reading the emails they compose replies using appropriate register and convention.

5. Task 4: Peer feedback



The activity may be followed by peer correction and feedback.

Descriptor: CEFR level B2

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| 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 compose formal e-mails/letters of invitation, thanks or apology using appropriate registers and conventions. | |