

		COLEGIO SANTA MARTA GUÍA DE INGLES	Guía de Aprendizaje
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PLEASE, read the objectives and INSTRUCTIONS first.

Tema: “Letters of Recommendation, Tense Review and Job Interview”

Name:	
Date:	Curso: 3 rd medio ____
Objectives	a. Recalling what a letter of recommendation is. b. Recalling different grammatical tenses. c. Developing listening comprehension and comprehending what is and the importance of a job interview.
Instructions	1. Solve the activities and then go to the end of this handout to see the correct answers. Don't forget to use your copybook too. Resuelva las actividades y posteriormente vaya al final de esta guía para ver las respuestas correctas. No olvide usar su cuaderno también. 2. If you have doubts contact me through email. In order to see when we are having our second virtual session and evaluation read the schedule about May that in our webpage. Si tiene dudas me contacta vía correo electrónico. Para saber cuándo será nuestra segunda sesión virtual y evaluación lea el cronograma del mes de Mayo que está en nuestra página web.

Ítem1. Read the letter of recommendation below and identify its introduction, body and conclusion.

18th August 2018

To whom it may concern,

I have pleasure in providing the reference for Susan Bright, former employee of our company. She has worked here for three years, originally being employed on a temporary basis to comply with the job of organising and updating databases.

The job required careful and meticulous attention to detail and could become tedious. However, Susan always worked enthusiastically, diligently and efficiently and, as a result, the Company decided to hire her on a permanent basis, and she began reporting directly to me.

Susan works very well on her own and does not need to be constantly supervised due to her responsibility and commitment to the job.

Additional requirements to the job included reporting to the sales staff, handling phone calls and letter inquiries from customers and training two new staff members to manage the database about the stock of the company which she did in very short time and quite successfully.

I have been very impressed with her initiative and skills in identifying problems and suggesting ways to overcome them by proposing realistic, creative and achievable solutions. Moreover, Susan works well in teams with highly motivating spirit and listens to other people with respect which makes her an excellent positive leader.

Susan is ready for new challenges and that is why I believe she would be a very suitable candidate for the position of Engineering Manager. Although she does not speak English fluently, Susan has a good grasp of the language and is meticulously studious, not only by studying English in a formal way but also by practicing at home, watching movies and listening to songs. There is no doubt that, with this effort and by going to your branch office in London, she will become almost completely fluent in the language.

I trust that the information I have provided in this letter is useful to you. If you have any other questions, I would be happy to answer them.

Yours sincerely,
Jane Sotheby, Corporate manager Systems and Co.

Tense Review

- We use the **present simple** to talk about things in general, to say that something happens all the time or that is part of someone's routine. For example: I love studying and learning new languages; I am good at computer programming. She likes doing computing and she wants to study computer engineering.
- The **present perfect** describes one event or state from the point of view of a later time. It suggests a connection between something that happened in the past and the present time. For example: He has demonstrated to work efficiently and effectively, and she has worked with him since he started some years ago.
- The **future tense** is used to express prospects or future possibilities. For example: I will apply for a scholarship next year while my brother will start studying Literature at the Catholic University.
- The **simple past** is used to refer to actions that happened in the past. For example: I worked at that company last year.

Item 2. Complete the beginnings or the endings of the following ideas. Use the different tenses of the previous review.

- I haven't had time to phone the secretary today, but I(contact) her before I leave work.
- I don't know if I can afford that new office in Costanera Centre Building until.....(find out) how much it costs.
- I haven't been back to Chiloé since I.....(live) in Valdivia.
- My boss speaks English fluently and he.....(want) to teach the language to his colleague.

Item 3. Translate the previous sentences into Spanish.

JOB INTERVIEW: You are Hired!

Listen to the following example and guidelines for a job interview through this YouTube video.

<https://www.youtube.com/watch?v=yBtMwyQFXwA>

Item 4: Answer the following questions.

- What is the importance of a job interview?
- What are we expected to talk about when the interviewer tell you “tell me about yourself?”
- Mention a piece of advice before the interview.

ANSWERS

ITEM 1

To whom it may concern,: **Introduction**

Desde I have pleasure in providing hasta fluent in the language: **Body**

Desde I trust that ... hasta I would be happy to answer them: **Conclusion**

ITEM 2

- will contact
- find out
- lived
- wants

ITEM 3

- No he tenido tiempo de llamar a la secretaria hoy, pero la contactaré antes que me vaya del trabajo.**
- No sé si puedo costear esa oficina nueva en el Costanera Center hasta que averigüe cuánto cuesta.
- No he vuelto a Chiloé desde que viví en Valdivia.
- Mi jefe(a) habla Inglés fluido y quiere enseñar el idioma a su colega.

ITEM 4

- A job interview is important because it provides an opportunity for you and your potential employer to decide how well your skills align (se alinean) with the company's needs. Job interviews allow you to obtain information to help you decide if that job is the right one for you.
- We are expected to talk about our education and work history.
- Record yourself with a video camera or writing some lines to practice.

Take care! ☺
Miss Verónica