

		COLEGIO SANTA MARTA GUÍA DE INGLES	Guía de Aprendizaje
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Tema: “Letters of Recommendation”

Name:	
Date:	Curso: 3 rd medio ____
Objective	Comprehending what a letter of recommendation is.
INSTRUCTIONS	Solve the activities in your copybook. Do them and check them immediately with the answers. Do not send me this file. Contact me if you have questions.

1. Read the letter of recommendation that follow and identify the main parts of each. Then, do the following activities:
- Identify the introduction, body and conclusion of this letter.
 - What is the purpose of the letter? Explain

4 November 2018

Dear Mr. Johnson,

I have the pleasure of recommending Jessica Green for the position of Junior editor at Welovebooks publishing house.

*I taught Jessica in her 11th grade English class at Abraham Lincoln High School. From the first day of class, Jessica impressed me with her hard work, her **sensitivity** to literature, her passion for reading and writing, and her ability to produce the most creative work.*

*Jessica is also an enthusiastic participant in activities both in and out of the classroom and has excellent **leadership** skills which make her organize and coordinate group work in a **successful** manner. However, she is never **bossy** as she always respects others’ opinions even when they differ from her own which shows her caring and receptive nature.*

*During her free time, Jessica is dedicated to her literary **pursuits**, especially to poetry. She publishes her poetry in our school’s literary magazine, and also in online magazines.*

*I am certain that Jessica is going to continue to do great and creative things in her future. I highly recommend her for admission to your Editorial. She is caring, talented, dedicated, and focused in her goals. Jessica consistently **seeks out** constructive feedback, so she can improve her writing skills, which is an unusual and impressive quality in a high school student. I fully recommend Jessica for your editorial.*

Please feel free to contact me if you have any questions at msjones@gmail.com.

Sincerely,

*Ms. Jones
English Teacher
Abraham Lincoln High School*

Glossary:

- Sensitivity: an ability to understand what other people need and be helpful and kind to them.
- Leadership: the set of characteristics that make a good leader.
- Successful: achieving the results wanted or hoped for.
- Bossy: controlling; someone giving too many orders.
- Pursuits: activities.
- To seek out: to search.
- Grasp: understanding
- To comply with: to meet requirements.
- Diligently: in a way that is careful and uses a lot of effort.
- Commitment: dedication, engagement.
- Staff: personnel.
- Stock: supply.
- Achievable: possible to do.

2. Write the words of the glossary in Spanish. Try to get their meaning from the context. If you cannot do it, use a dictionary. (the answers are at the end of this handout)

3. Now that you have read this letter. Answer the following questions:

- a. What is a letter of recommendation?
- b. What information does it contain? b. What is its purpose?

It is probable that you have to write a recommendation letter as an evaluation in May. Therefore, study the expressions below.

General guidelines for writing letters of Recommendation:

Recommendation letters must immediately get to the point. In the first paragraph, specify that the purpose is to recommend the person for the specific job he/she wants to apply for. Then, mention what qualifies him/her for that job. You must talk about the person's virtues or accomplishments but also focus on facts. (However, more objective information such as work experience will obviously depend on the age of the candidate so when the candidate is younger, mention more observable personal characteristics while at school.) Finally, you should say that you strongly recommend the candidate by summarizing the main points mentioned.

Structure and useful phrases

Introduction:

- Dear Sir/ Madam
- To whom it may concern (both are used when you do not know the name of the recipient)

- Dear Miss/ Mrs, Mr. Brown (use Ms. to be respectful to a woman whose marital state you do not know)
- Yours faithfully
- Yours sincerely, Yours truly

Body:

- I am honored to support him/her as a candidate.../I am pleased to provide a reference for... /I am happy to recommend.../I can offer only the highest recommendation for.../I first became acquainted with.../He/She worked directly under my supervision for... years/
- He/She was a student in three of my classes / He/She was employed by us....
- I have known him/her since/ I have known him/her for months
- Based on my knowledge of him/her, I would rank him/her as one of the best employers/ students we ever had...
- He/She is a creative problem-solver/ always cheerful and dependable/ always met his/her deadlines/ always behaves professionally / completely loyal and trustworthy /deals well with customers and co-workers
- He/She has demonstrated particular strengths in /completes tasks on time / gets along well with others / is innovative and creative/ is a tireless worker/ is easy to work with/ remains calm under pressure/ pays close attention to detail / reliable, punctual and hardworking / self-motivated / wide-range knowledge of/ willing to go beyond what is required / works efficiently and effectively/ does not need close supervision.

Conclusions:

- has always proved satisfactory
- has my highest recommendation
- have admiration and respect for
- if you need additional information
- if you would like more information
- if you have any questions
- I firmly believe in his/her exceptional capabilities for...and strongly recommend him/her for
- I highly recommend him/her without any reservations

ANSWERS

item 1 :

a. Introduction: Dear Mr. Johnson

Body : desde "I have the pleasure... hasta online magazines".

Conclusion: desde "I am certain hasta @gmail.com "

b. The purpose of this letter is recommending Jessica for the job position.

Item 2

- sensibilidad.
- liderazgo
- exitoso
- mandón / mandona
- actividades pursuit: perseguir
- buscar
- comprender, entender, “agarrar”
- cumplir con
- diligentemente .
- compromiso
- personal, staff
- suministro
- posible de hacer, alcanzable . achieve: alcanzar

Answers item 3

- a. A recommendation letter is written by a previous employer, professor, colleague, client or teacher. It is designed to offer information about your character and work ethic. A recommendation letter is very helpful in the working world and may help you to get the job of your dreams.
- b. A recommendation letter should include information on who you are, your connection with the person you are recommending, why they are qualified, and the specific skills they have. Its purpose is that the person that is recommended can get the job or scholarship they are applying for.