

May 11<sup>th</sup> – May 15<sup>th</sup>, 2020

## Tasks for English students Advanced course, year 9, (Doe)

Dear Students,

During this week you'll have plenty of time to work on your time management and your personal responsibility. Please solve the tasks conscientiously and feel free to ask me for support if needed.

**Your 7<sup>th</sup> weekly task is due to Friday, May 15<sup>th</sup>.**

Please upload your results via "Schulportal" if possible. Hand in only ONE document and if possible, a pdf document. There are plenty of free pdf creators in your app stores. Google for help 😊!

### Topic: Work experience: Writing a covering letter

**Task 1: Correct your last weeks' exercises**

**1. WB, page 71, no. 8 (possible solution)**

Dear Sir or Madam,

I have learned that there are jobs available in your shop and would like to apply for a job with you.

I enclose my CV and the address of Ms Coles, the owner of a sports shop where I have worked, who can send a reference.

I enjoy working in a team, and being on time and being reliable are very important to me. I would be able to start work immediately and I am happy to work irregular hours. I am available for an interview at any time.

Thank you for considering my application.

I look forward to hearing from you soon.

Yours faithfully,

*Gareth Moss*

Enclosed: VC, address of referee

**2. TB, p. 96/97**

- a. He is applying to Camden Electrical Services. He wants to do work experience.
- b.
  1. Ms Harper is the careers officer at Haverstock School. Mr Dixon is the owner of Gates DIY, who is Kian's referee.
  2. "DIY" means "Do It Yourself". It is another name for fixing things at home.
  3. in May
  4. because he doesn't know the name of the person he is writing to
  5. "Yours faithfully", which means "mit freundlichen Grüßen"
  6. Kian sends/encloses his CV and the address of his referee.
  7. "Enclosed" (at the bottom of his letter)

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3. TB, p. 102 P1

a. P1 Opposites

- Happy - unhappy
  - agree - disagree
  - possible - impossible
  - important - unimportant
  - appear - disappear
  - polite - impolite
  - available - unavailable
  - reliable - unreliable
  - friendly - unfriendly
- 
- 1. If you don't bring the things needed for the group presentation, you are unreliable.
  - 2. If you don't share your friend's opinion, you disagree with him/her.
  - 3. If you have a bad day, don't be unfriendly/impolite. Be friendly and say hello to your ...
  - 4. If you don't have stamina, it's impossible for you to work as a roofer.

4. TB, p. 102, P2 What belongs together?

- gain experience /work experience
- do work experience /a job/a job interview
- have work experience /a CV /a job/a job interview/ stamina/ experience
- enclose a CV
- prepare for a job interview/a job/work experience
- work in a team/on time
- apply for a job/work experience
- be in a team/on time

Task 2: Work experience: A covering letter & CV

1. Choose one of the job offers from P & G (which you got last week) and write another covering letter and a matching CV.
  - a) read p. 163 first
  - b) p. 106/ M2

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### Task 3: Work experience

1. TB (textbook), page 177
  - a. Copy "8 Die Verlaufsform des Perfekts (The present perfect progressive) into your exercise books.
  - b. TB, page 107, M3 a + b
  - c. WB, p. 79, M2
2. TB, page 107, M4 a-c
  - a. Choose a friend in your class and work together.
  - b. TB, page 146, workbook "Giving advice"
    - i. Copy and study "F: Giving advice"
  - c. WB, p. 79, M3

### Task 3: Vocabulary

- Copy all words up to page 227, Theme 5, M4 ("suggestion -Vorschlag, Hinweis") into your vocabulary book.
  - Learn them by heart!
  - Make sure you know how to pronounce the words properly!
  - Make sure that you know how to spell the words as well!
- Study at least 60 minutes! (You can split your exercise time into 4 x 15 minutes!)
  - If you need more time, then take your time! It is more important to know the words (in written and spoken form) than to be fast!

Good luck! And... do not hesitate to contact me if you need any support!

Yours, Miss D.