

#ESTUDOEMCASA

BLOCO N.º 47

ANO(S) 10.º e 11.º anos / 1.º e 2.º anos de formação

DISCIPLINA Inglês

APRENDIZAGENS ESSENCIAIS

COMPETÊNCIA COMUNICATIVA

Compreensão oral: compreender um discurso fluido e seguir linhas de argumentação dentro das áreas temáticas apresentadas.

Compreensão escrita: ler e compreender diversos tipos de texto, dentro das áreas temáticas apresentadas, recorrendo, de forma adequada, à informação visual disponível; descodificar palavras-chave/ideias presentes no texto; interpretar informação explícita e implícita, pontos de vista e intenções do(a) autor(a).

COMPETÊNCIA ESTRATÉGICA

Relacionar conhecimentos de forma a desenvolver criatividade em contexto: elaborar trabalhos criativos sobre vários assuntos relacionados com as áreas temáticas apresentadas e interesses pessoais.

Título/Tema(s) do Bloco

Looking for a job

A. Circle the correct option.

1. When looking for a job,

- a) there's no need to go to interviews.
- b) sending your CV is enough.
- c) consider sending letters of application.

2. Talking to family and friends:

- a) can help you decide if you want that job.
- b) will make you more confused.

B. Answer the questions.

- 1. What should you do when looking for a job?
- 2. What can you include in a letter of job application?
- 3. Why should the employer pick you over other applicants?
- 4. Should your letter of job application meet the criteria of the employer?

LETTER OF APPLICATION

A. Look at the example of a letter of job application.

<p>Diana Jorge 7534, Downtown Drive Gaithersburg, MD (332)-223 74320</p> <p>19th April 2021</p> <p>Mr. S. Robin ABC Nursing Home, 417, Pride Plaza Mount Discovery, CA 65286</p> <p>Dear Mr. S. Robin,</p> <p>I'm writing to introduce myself to you as a student of the National School of Nursing (NSN). I'm responding to your advertisement in a local Employment News for want of a certified nursing assistant CAN/PCA for your emergency wards.</p> <p>As you can see in the enclosed résumé, I have a very strong academic background in nursing combined with over six years of work experience in health and medical care.</p> <p>My recent internship at Major Hospital, New York, allowed me to further develop and strengthen my communication skills. I believe that I could make a significant and valuable contribution in your firm.</p> <p>I would appreciate the opportunity to discuss how my education and experience will be helpful to you. I will be contacting you tomorrow morning on phone to talk about the possibility of arranging an interview.</p> <p>Thank you for your time and consideration. I look forward to hearing from you.</p> <p>Yours sincerely, / Yours faithfully</p> <p>Diana Jorge</p> <p>Enclosures: 1. Résumé. 2. Letter of appreciation by the Head of Department Nursing, NSN.</p>

B. Circle the correct option.

1. In a letter of job application, you should greet the employer with:

- a) Hello.
- b) Dear sir/ madam.
- c) Good morning.

2. In a letter of job application:

- a) you should use contractions.
- b) you shouldn't use contractions.
- c) you should be emotional.

