

Bildungsstandards ENGLISCH – Prototypisches Unterrichtsbeispiel
Lesen

Fachgruppe	Englisch	
Titel	Job Application	
Niveau GERS	B2 *	
Relevante(r) Deskriptor(en)	E L-2	Kann rasch den Inhalt und die Wichtigkeit von Nachrichten, Artikeln, Berichten und anderen Schriftstücken zu einem breiten Spektrum berufsbezogener Themen erfassen und entscheiden, ob sich ein genaueres Lesen lohnt.
Fertigkeit	Lesen	
Themenbereich	Wirtschaft und Arbeitswelt	
Allgemeine Kompetenzen	Fachkompetenz 2, 6 Methodenkompetenz 1 Individualkompetenz 1, 3, 5	
Methodisch - didaktische Hinweise	<p><u>Voraussetzungen</u> Vertrautheit mit den Kriterien, Inhalten und Phrasen, die ein gutes Bewerbungsschreiben erfüllt bzw. enthält. Teilfertigkeit „scanning“ und „skimming“ Fähigkeit des Informationstransfers</p> <p><u>Durchführung</u> Einzelarbeit ohne Wörterbuch, da die Texte von Schülern/Schülerinnen auf diesem Niveau problemlos verstanden werden. Part A: Die Schüler/innen lesen die Stellenanzeige und entwerfen eine Liste von Fähigkeiten, die ein/e Stellenbewerber/in erfüllen soll. Part B: Achtung: Für diesen Teil der Aufgabenstellung gibt es eine Zeitbeschränkung auf 5 Minuten! Die Schüler/innen lesen die 5 Bewerbungsschreiben und entscheiden schnell, welche/n der Bewerber/innen sie zu einem Vorstellungsgespräch einladen. Part C: Die Schüler/innen lesen den Brief des Bewerbers/der Bewerberin, für den/die sie sich entschieden haben, noch einmal genau durch und kennzeichnen jene Stellen, die für ihre Entscheidung ausschlaggebend waren. In einem kurzen E-Mail an den Personalchef begründen sie ihre Wahl. Im Anschluss an die Einzelarbeit werden die Ergebnisse im Klassenverband diskutiert.</p>	
Quelle	Text: Rawdon Wyatt, <i>First Certificate Games and Activities</i> , Penguin English Photocopiables, Pearson Education Limited, Harlow, 2002, p. 69ff	
Zeitbedarf	Einzelarbeit: 30 Minuten Diskussion im Klassenverband: 15 Minuten	
Input	Aufgabestellung 1 Annonce 5 Bewerbungsschreiben	

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Erwarteter Outcome	<p>Die Schüler/innen können gezielt Informationen in einem Text finden, um Entscheidungen zu treffen, zu begründen und mit Passagen aus dem Text zu belegen.</p> <p>Sie können ebenfalls begründen, warum ein bestimmtes Bewerbungsschreiben die Anforderungen in Bezug auf Stil und Inhalt dieser Textsorte erfüllt.</p>
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TASK

Part A

Read the enclosed advertisement and decide which qualifications the best applicant needs to have.

Part B

Then read the five letters of application. Decide which of them is worth reading in greater detail. (You have just 5 minutes to decide!)

Part C

Re-read the letter of application that you think is best and highlight the passages that make you think that this person should be invited for a job interview. In an e-mail to the personnel manager you justify your choice.

In order to fulfil the task, you should be able to explain why you think that a certain letter of application is appropriate with respect to **contents** and **style**.

11 Job applications

Paper 2, Part 1

Advertisement

THE OXFORD TIMES, 24 APRIL

The Waltonian School of English
is looking for a
SOCIAL ACTIVITIES ORGANISER
to help organise and develop their
social programme

You must be friendly, approachable and flexible.
You should enjoy working with people.

If you are interested in this post and would like to know more about it, write to the Principal, John Blackwell, saying why you would like the job, why you feel you would be suitable for it, and when you are free to attend an interview.

Please also say when you can start work, and send details of your previous work experience.

Letters

1

Dear Manager,

I'd like to apply for the job advertised in the paper the other day, which looks nice. Please send me more information.

I'm 22 years old and an English student at a school in Oxfordshire. Next month I'm going to do the First Certificate.

I want this job because I'm keen to make new friends and help people. I'm friendly, approachable and flexible, and I work really hard. If you want proof of this, you can ask the last person who employed me, and you'll find her name and address on the paper attached to this letter.

I don't mind when I come for an interview. Any time is fine by me. Give me a call and we can sort something out.

If you want to know anything else about me, give me a call, but not before 5 o'clock as I don't get home until then.

Get in touch soon.

Best wishes,

Menno

11 Job applications

Paper 2, Part 1

Letters

2

Dear Mr Blackwell

I would like to apply for the post of Social Activities Officer advertised in the Oxford Times of 24 April, and would be grateful if you would send me more information.

I am 24 years old and am currently studying English at the Edderson School of English in Wheatley, Oxfordshire. I will be taking the Cambridge First Certificate in June and would be free to take up the post after that.

I am interested in applying for this post as I enjoy working with people and am keen to develop my English in a real-life context. I feel I would be suitable as I consider myself to be friendly, approachable and flexible.

I am free to attend an interview at any time.

As you requested, I enclose details of my previous work experience. If you would like any more information, please do not hesitate to contact me. I can usually be contacted on the above number after 5pm.

I look forward to hearing from you.

Yours sincerely,

Robert Téphany

3

Dear Mr. Blackwell,

I would like to apply for the job advertised in the Oxford Times a few days ago. It looks very interesting. Could you send me some details?

I am 25 years old and am studying English at the Boydwell School of English. My English is probably quite good because I am going to do the First Certificate.

I would like this job because I like meeting people and helping them. I'm a very helpful person and I work hard. My last employer can tell you this. I also think I'm friendly, approachable and flexible, so you would not be disappointed with me.

I can come for an interview whenever you want.

In this letter, you'll also find some notes I've made about the other jobs I've had. If you need to know anything else, please give me a call. After 5 o'clock is best for me.

Hopefully hear from you soon,

All the best,

N. Laudebat

4

Dear JOHN

I saw your ad and I thought it looks like a great job. I want it. Please send me some details.

I'm 21 years old and I'm a student. I'm going to do the FCE soon.

My friends say I'm really friendly, and I've got loads of girlfriends, so this must be true. I love going to nightclubs and meeting people, so I'm energetic as well. I can play football and tennis, so I could keep all those kids entertained.

Anyway, I think I'd be great for your job because I work hard. If you don't believe me, you can write to my last boss (I did some work last holiday for her, but didn't like it as it was really difficult and so I left). She thought I was brilliant!

I've made a few notes about my life on a bit of paper.

If you want a chat about this job, give me a ring on my mobile or drop me a line and we can get together to talk about it.

I can't wait to hear from you.

Regards, Julian

5

Hi there John,

I would like to have the job that's going. Tell me more about it – it looks absolutely brilliant!

I'm a student at the moment, but won't be for much longer because I've got some exams soon and then I'm free.

I'm friendly and great fun to be with. I've got loads of energy and I can work really hard. People really like me, and kids think I'm really funny. That's why I'd be good at your job. My last boss told me this, so it must be true.

Take a look at my work experience on the other sheet. As you can see, I've done loads of things. That's because I'm so flexible, you see.

You really should get in touch, and then I can tell you all about myself. You won't regret it.

Anyway, must go now. Take care.

Byeee,

Paul

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