# ELS006 DLI Year 2 Language and Skills Support

# Unit D: Employability: Week 1: Emails and Interview preparation

In this lesson, you will:

* review how to write appropriate emails
* learn how to prepare for interviews

## Task 1: Guidelines for writing emails

What guidelines for writing emails can you remember from the Blackboard homework tasks? Put your ideas in the table below. Make a list of DOs and DON’Ts with your group.

|  |  |
| --- | --- |
| DO … | DON’T … |
|  | * Forget write name * Forget write thanks finally * Forget add “hello” at first |

## Task 2a: Identifying problems in an email

As part of your Blackboard homework tasks, you analysed a badly written email.

**Identifying problems**

**Kathleen Dawson applied for a job but she then realised that she forgot to attach her CV to her application email. She then needed to send another email to Dr Martyn Turner. This is the second email that she sent.**

|  |
| --- |
| Subject:    hi marty  when I sent my application to you.I forgot to attach my cv.I’m such an idiot Hope to sea you in the interview – SORRY! J        Thanks |

How many problems did you find? Share your ideas with your group.

## Task 2b: Writing an appropriate email

Work with a partner. Write an improved version of the email above.

|  |
| --- |
|  |

Remember to use the guidelines above when you write to your DLI teachers.

## Task 3a: Preparing for interviews

As part of your Blackboard homework tasks, you made notes on preparing for interviews under the following headings.

1. Your appearance

2. Your attitude

3. Research: understanding the company/institution

4. Understanding the job

5. Predicting interview questions

6. Asking questions

Share your ideas with your classmates.

## Task 3b: Listening

You are going to listen to an employability advisor giving a talk **“Top Tips for Interviews”**

Take notes on a separate piece of paper. You can use the headings above or you can organise your notes in a different way.

After you listen, compare your notes with your classmates. Did they write down anything that you missed? Did you write down anything that they missed?

Consider these questions:

* Which tips do you think are most important? Why?
* Did any of the tips surprise you? Why?
* Do you disagree with any of the tips? Why?

\*After this class, you can listen again to the audio on Blackboard, and review the recording script.