

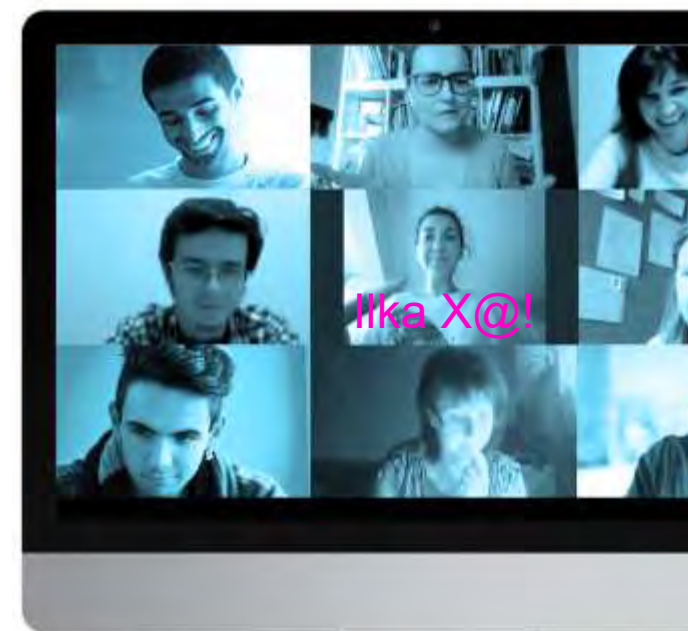
Recommendation letter

Click to add text

Theme:
Writing for Impact

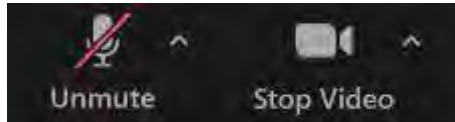
Before we start, please make sure...

- ✓ your name on Zoom is clear (use Latin letters)
- ✓ your camera is on and mic is off (unmute when needed)
- ✓ you are in a quiet area that helps you focus
- ✓ you have a notebook or a note app ready to take notes

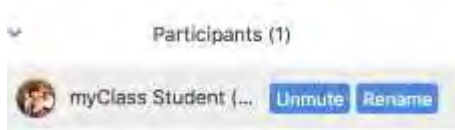


Zoom features

Check your audio and video settings

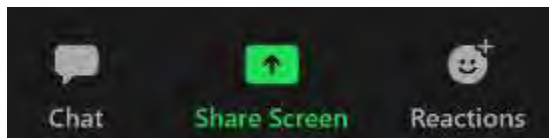


Use Latin letters for your name



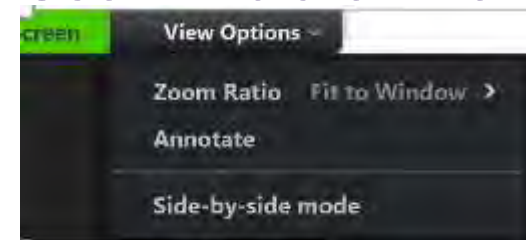
Ask questions in the Chat or use Reactions

Share Screen when the teacher asks



English Online | www.britishcouncil.org

Use Annotate when a screen is shared



Use Save to make screenshots

Welcome to English Online

How does it work?

You need to complete all three parts to get the most out of English Online.



After-class speaking session

Stay back after class for 5 or 10 minutes to talk to your classmates from around the world.

This extra speaking practice will help you...

- improve your conversation skills
- practise using language learnt in class
- support and help your fellow students
- practise using English in a natural context
- become a part of a global learning community



Pre-lesson activities

Prepare before class

Reading



A recommendation letter 1

Vocabulary



Formal expressions

Vocabulary



Phrases for a recommendation letter

Lesson objective

What do you expect to learn by the end of this class?



Lesson objectives

In this **live** part of the lesson, you will prepare to write a letter recommending someone for a job. You will learn what information to include in a recommendation letter and in what order.

You will also review discourse markers and language to describe competencies that you learned **before** the lesson.

Skill focus:

Writing a letter of recommendation

Language focus:

Functional language: discourse markers to introduce a new topic

Vocabulary: collocations for talking about competencies

Lead-in

- What do employers look for in a candidate, other than academic qualifications?
- Think about the letter you read before class. Was it a reference or a recommendation letter? What's the difference between a reference and a recommendation letter?
- In your country, is it common for prospective employers to reach out to a candidate's current employer for a reference or a recommendation letter? Why?
- Have you ever had to write a reference or a recommendation letter? What information did you include?



Skill focus

In small groups, match the examples (1-15) to the appropriate competency.

Integrity	Teamwork and Cooperation	Creative T

1. Promotes cooperation as a preferred working style.
2. Is fully committed to company policies and code of conduct.
3. Maintains unequivocal commitment to the truth in everything one does.
4. Proactively confronts and challenges the status quo.
5. Assumes responsibility for own mistakes.
6. Dedicates time and resources to experience new ideas.
7. Values the learning of others and celebrates their success.
8. Shares knowledge, information and learning.
9. Uses the input and ideas from others as stimuli for change and improvement.
10. Takes ownership for team successes and failures.
11. Creates an environment which stimulates the generation of new ideas and changes.
12. Demonstrates courage to stand up for beliefs and people.
13. Aligns beliefs, words and actions.
14. Considers changes and new approaches as an opportunity and not a threat.
15. Listens to others' ideas and perspectives.

Skill focus (answers)

Integrity	Teamwork and Cooperation	Creative Thinking
<ul style="list-style-type: none">• Is fully committed to company policies and code of conduct.• Aligns beliefs, words and actions.• Maintains unequivocal commitment to the truth in everything one does.• Assumes responsibility for own mistakes.• Demonstrates courage to stand up for beliefs and people.	<ul style="list-style-type: none">• Listens to others' ideas and perspectives.• Shares knowledge, information and learning.• Values the learning of others and celebrates their success.• Promotes cooperation as a preferred working style.• Takes ownership for team successes and failures.	<ul style="list-style-type: none">• Considers changes and new approaches as an opportunity and not a threat.• Uses the input and ideas from others as stimuli for change and improvement.• Proactively confronts and challenges the status quo.• Dedicates time and resources to experience new ideas.• Creates an environment which stimulates the generation of new ideas and changes.

Language focus (1 of 2)

In the letter you read before class, the writer uses *Regarding* to introduce a new topic., can you find any more similar discourse markers which serve the same function?

Dear Ms. Simms,

I am writing to support Jennifer Smith in her application for the position of Marketing with your company. I was Jennifer's supervisor at Baker's Dozen. She worked with us from March 2012 to November 2015 and her position was Communications Manager.

In her role, her primary duties involved leading the delivery of our marketing and communications work and raising our profile. Her performance was outstanding.

Regarding Integrity, Jennifer was fully committed to our policies and code of conduct. The communications work she carried out was compliant with our rigorous protocol. Her words and actions were all aligned, making her a role model not only to her team but to her superiors. She maintained unequivocal commitment to the truth in everything she said. An example of this is the completely transparent way she presented the communications work to all staff in January 2015.

With respect to Teamwork and Cooperation, Jennifer is helpful and approachable. Many staff from all areas of the business going to her for advice and reassurance. When there was a conflict between two of her team members, Jennifer managed it constructively and was successful in finding a favourable outcome for both parties. She praised her team well due by communicating their successes in our international newsletter.

Language focus (2 of 2)

In the letter you read before class, the writer uses *Regarding* to introduce a new topic. Using the Annotate feature, can you find any more similar discourse markers which serve the same function?

Concerning Creative Thinking, Jennifer regularly proposed new ideas, especially to digital channels, and also encouraged her counterpart in the USA to do the same. When she had an idea related to media liaison she was able to refine it after receiving feedback from various sources.

I enjoyed working with Jennifer and am happy to be able to provide this recommendation. I have great respect for her as an individual and as a professional and am confident she will continue to exhibit positive performance in the workplace.

Please feel free to contact me if you have any additional questions. You may reach me on 01882 6813 or steve.huntington@bakersdozen.com

Yours sincerely,

A handwritten signature in black ink that reads "Steve Huntington". The script is fluid and cursive, with the first letters of "Steve" and "Huntington" being capitalized and prominent.

Steve Huntington
MD Baker's Dozen

Task



Task preparation: brainstorming

You will be interviewed by one of your colleagues about a job you'd like to do in the future

1. Think about **a specific job** you'd like to do in the future.
2. Think about the competencies and examples you focussed on earlier in class. Brainstorm some **specific examples** of how you have **excelled** in them in your current or previous job, or during your studies.



Task: planning and drafting

Interview your partner to find out what job he / she would like to apply for. As you listen, make notes on the examples of **positive performance** that they share with you.



Homework: writing

After class, use the information you have collected to **write a letter of recommendation in support of your partner**, referring to all three competencies: **Integrity, Teamwork and Cooperation** and **Creative Thinking**.

Your letter should be **around 300 words** in length.



Success criteria

- ☐ You have referred to all three competencies are referred to and given specific examples.
- ☐ All information is positive and directly relevant to the candidate.
- ☐ Your opinion of the candidate is clear.
- ☐ You have organised the letter logically, with introductory information, information on competencies and reference to future contact in successive separate paragraphs.
- ☐ You have used a consistently formal and professional style.
- ☐ You have included a range of lexis to describe the candidate's strengths.
- ☐ You have used some discourse markers for introducing new topics.
- ☐ You have written around 300 words.



Feedback

Excellent engagement with the task. The interview questions were very detailed and relevant. The competencies were described and expressed really well.

Lesson materials

Make sure you have

- **downloaded the *.pdf with this presentation**
- **saved the Zoom Chat**



How can you get your writing marked?

1

**Draft your
email/essay/report
etc**

2

**Type it up (in
Microsoft Word or
Google Docs)**

3

Book a private class

4

**Get feedback and
correction from
one of our expert
teachers**

How can you make more progress?

Complete the Practise after class activities online.

Practise after class

After attending your class, consolidate your learning by doing the activities in this section. You w

Review what we have practised today.



<https://www.indeed.com/career-advice/career-development/how-to-write-a-letter-of-recommendation-with-examples>

After-class speaking session

You can talk about any topic that interests you!

Use these questions as a guide, if needed.

- How many letters of recommendation have you written?
- Are recommendation letters common in your country/industry?
- How would you objectively describe your performance in your workplace?
- Are recommendation letters biased towards applicants?
- How can someone's character be accurately assessed when applying for a job?

For help, contact: support.englishonline@britishcouncil.org

Dos

- ✓ Treat everyone with respect
- ✓ Keep your camera on and audio on
- ✓ Let others share ideas too
- ✓ Listen to everyone
- ✓ Click 'Leave' if you cannot attend

Don'ts

- ✗ Don't take pictures or recordings
- ✗ Don't share personal details
- ✗ Don't let your children be onscreen

What do you think?

Do you like the new writing lessons?

What did you think of the activities?

What further information do you need?

For more information, write to

support.englishonline@britishcouncil.org



Teacher's Notes

This slide deck was made by James Wilson-Bukowski

Notes

Share your thoughts about the lesson with the next teacher