

Universidad Nacional Abierta y a Distancia
Vicerrectoría Académica y de Investigación
Course: English B2
Code: 900005

Learning Guide - Task 2 A handwriting about who I am

1. Information of the Task

Table 1. *Description.*

Aspect	Description
1. Type of activity	Independent
2. Evaluation moment	Intermediate
3. Managing unit	Instituto Virtual de Lenguas INVIL
4. Score of the Choose an option	100 points
5. The activity starts on:	Tuesday, October 22, 2024
6. The activity ends on:	Monday, November 11, 2024
7. Student independent work hours	18 hours

2. Detailed Description of the Learning Activity

Through this activity, the following learning outcome is expected to be achieved:

The student will be able to write/create a cover letter for a job or internship (in his/her field of study) he/she is interested in or a similar position he/she aspires to apply for in the future. In this letter, he/she will be able to demonstrate that he/she meets the job requirements. This letter should convey that he/she is interested in the position and that he/she is available to accept the position if offered.

The activity consists of:

Write a **Cover letter** (160-180 words) as if you were applying for the specific position at a particular company or organization in an ad/job description (e.g., accountant, business administrator, shop assistant, primary teacher, what you are currently studying at UNAD, etc.). Feel free

to target a fictional or real job opportunity. You must write three paragraphs.

The following materials and resources are required for the development of this activity:

- E-book English B2: develop activities from the module 1, module 2, module 3 and module 4.

To develop this activity, follow these steps:

Step 1: Develop activities on the E-book

Step 2: First paragraph. Introduce yourself and write about your work experience.

In the first paragraph, you should start by introducing yourself. Mention your name and any relevant personal details that might be pertinent to your professional background. Following your introduction, provide a summary of your work experience. This can include the positions you have held, the companies or organizations you have worked for, and the key responsibilities and achievements in your roles. Remember, this overview should give the reader a clear understanding of your professional journey and expertise.

Step 3: Second paragraph: write about your skills and your contribution to the company.

In this section, describe the **skills** you have acquired through various experiences such as jobs, internships, volunteer work, or your education at UNAD (Universidad Nacional Abierta y a Distancia). Be specific about the **skills** you have developed in each context. For example, you might mention technical skills, communication abilities, teamwork, leadership, problem-solving, or any other relevant competencies.

Additionally, explain how these skills can contribute to the success of the company you are applying to. Demonstrate how your unique skill set can add value, improve processes, enhance productivity, or support the company in achieving its objectives.

Step 4: Third paragraph: Why you would work for them (company), how you would expand your knowledge and develop professionally.

In the third paragraph, explain why you are interested in working for the company. Highlight specific aspects of the company that attract you, such as its mission, values, culture, reputation, or opportunities for growth.

Show that you have researched the company and understand what makes it unique or appealing to you.

In the same way, discuss how working for the company would help you expand your knowledge and develop professionally. Mention any opportunities for learning, training, or career advancement that the company offers. Explain how the company's environment and resources would enable you to grow your skills, take on new challenges, and contribute more effectively.

****Share each paragraph in the WRITING FORUM to be checked and to receive feedback from your tutor.***

3. Guidelines for Developing and Submitting Learning Evidence

Learning evidence refers to the actions, products, or observable processes that are done or delivered to demonstrate acquired capabilities, skills, aptitudes, and attitudes. These serve to allow the teacher to assess and evaluate student performance effectively.

The evidence to be developed independently are: A cover letter with three paragraphs for a job or internship he/she would like to apply for or a position similar to one he/she would like to apply for in the future.

- **1st Paragraph:** Introduce yourself and write about your work experience.
- **2nd Paragraph:** Describe skills you have learned in Jobs or internships, volunteer work, etc... Or what you have learned in UNAD (in classes). Include how these skills can help in the company's success.
- **3rd Paragraph:** Why you would work for them (company), how you would expand your knowledge and develop professionally.

The evidence to be developed collaboratively are:

- Each student must add at least a comment to all the e-mates' paragraphs to exchange opinions and suggestions about the cover letter.

For developing and submitting evidence, please consider the following guidelines:

1. Check the agenda out to verify the opening and closing dates of the task.
2. Check out and study the Online Content (E-book modules 1, 2, 3 and 4)
3. All group members must participate with their contributions in the development of the activity.
4. Upload one PDF format document with all the information required. Include bibliographic references.

Please note that all independent or group written products must comply with "spelling and mechanics" standards and the submission conditions defined in this activity guide.

Regarding the use of references, consider that the product of this activity must comply with the standards of Choose an option.

In any case, comply with the referencing standards and avoid academic plagiarism. To do so, you can support yourself by reviewing your written products using the Turnitin tool available in the virtual campus.

4. Academic Situations

Consider that in Agreement 029 of December 13, 2013, Article 99, the following actions are considered as offenses against academic order, among others: item e) "Plagiarism, that is, presenting as one's own the entirety or part of a work, paper, document, or invention created by another person. It also includes the use of false citations or references, or proposing citations where there is no match between the citation and the reference," and item f) "Reproducing or copying, for profit, educational materials or results of research products that have intellectual property rights reserved for the University."

The academic sanctions that the student will face are as follows:

- a) In cases of proven academic fraud in the respective academic work or evaluation, the grade imposed will be zero points without prejudice to the corresponding disciplinary sanction.
- b) In cases related to proven plagiarism in academic work of any nature, the grade imposed will be zero points, without prejudice to the corresponding disciplinary sanction.