Sistemas Informáticos (Computer Systems)  
English Assessable Activity 01

short line

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Updated September 2022

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**JOB APPLICATION LETTER**



# What the task is about?

In this task, we will learn how to write a job application letter. The objectives to accomplish are:

* **Objective 1**: To write formal job application letters.
* **Objective 2**: To read real job offers.
* **Objective 3**: To use specialized technical vocabulary.

# What will I be graded in?

| **Grade** | **Cohesion** | **Congruence** | **Mistakes** | **Number of words** | **Vocabulary** | **Expressions** |
| --- | --- | --- | --- | --- | --- | --- |
| Less than 5 | Bad | Bad | More than 15 | Not OK | Poor | Poor |
| 5 | Bad | Bad | Between 15 and 11 | OK | Poor | Poor |
| 6 | Regular | Regular | Between 11 and 8 | OK | Regular | Regular |
| 7 | Acceptable | Acceptable | Between 4 and 6 | OK | Acceptable | Acceptable |
| 8 | Good | Good | Between 2 and 4 | OK | Good | Good |
| 9 | Very good | Very good | Between 1 and 2 | OK | Very good | Very good |
| 10 | Excellent | Excellent | Any | OK | Excellent | Excellent |

* **Cohesion**: concordances between subject and predicate, correct verb tenses and connector applications.
* **Coherence**: integrity between the different paragraphs or parts of the letter (introduction, development and conclusion). Use of structures appropriate to the type of content.
* **Mistakes**: number of grammatical, lexical and syntactical mistakes.
* **Number of words**: number of words used in the text. Contractions are equal to one word. The number of words of the text has to be 150 ± 10%.
* **Vocabulary**: use of specific vocabulary.
* **Expressions**: use of typical English expressions appropriate to the content.

# Description of the task

You are interested in a “Job offer”, **that is provided as a PDF in this activity.**

Read the following page to learn how to write a job application letter: <https://www.thebalance.com/how-to-write-a-job-application-letter-2061569>

**The task consists in write a “Job application” letter of 100 words to apply for the job.**