

Computer Systems

# ENGLISH ASSESSABLE ACTIVITY 01



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CFGS DAM/DAW

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## ENGLISH ASSESSABLE ACTIVITY 01

### JOB APPLICATION LETTER



#### 1. 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 specialised technical vocabulary

#### 2. WHAT WILL I BE GRADED IN?

Grade	Cohesion	Congruence	Mistakes	Number of words	Vocabulary	Expressions
Less than 5	Bad	Bad	More than 15	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  $150 \pm 10\%$ .
- **Vocabulary:** Use of specific vocabulary.
- **Expressions:** Use of typical English expressions appropriate to the content.

### 3. DESCRIPTION OF THE TASK

You are interested in Job offer that is provided in the 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.