

# Occupation

Tompáné Lekner

Emese

Submitted by Tompáné Lekner Emese on 2024. 11. 09., szo - 18:04

Type of lesson / project plan

Lesson plan

Sector

Pedagógia, oktatás

Topic, learning area

A munka világa

Vocational subject(s)

angol nyelv

Grade

10. évfolyam

Learning and development goals

A tanóra során a tanulók feldolgozzák a munka világa témakört. A feladatok elvégzésével fejlesztik szókincsüket az adott témakörben. Az óra végére képesek lesznek önállóan összefüggő gondolatokat megosztani a feltett kérdésekre vonatkozóan.

Concepts

hivatalos levél formai követelményeink gyakorlása

Required tools

Projektor, Solutions Pre-intermediate (3rd edt) tankönyv és munkafüzet, füzet, szótár füzet

Materials released before class or for a project

5. vizsgatétel

Work

My dream is to become an archeologist or an Egyptologist. I'd like to study ancient Egyptian history and culture: the Pyramids - the tombs of the pharaohs. I'd like to take part in excavations. To become an archeologist, you have to go on to higher education and gain a university degree. Although I am still a student, I have some kind of work experience. I have had several summer jobs. There are a lot of job opportunities for students in the summer. For example, we can hand out flyers, sell ice-cream, pick fruit and vegetables, deliver newspapers, or work at fast food restaurants or in supermarkets. The advantages of working in the summer are that you can earn a little extra spending money, and you have a

chance to gain real world experience and work experience. You can also learn a little bit about time and money management. The disadvantage is that you miss all of the summer fun - you can't meet your friends, you can't have a lie-in, you have to get up early even in the summer. Last summer I handed out flyers for a new café at the local shopping centre. I worked four hours a day. I tried to persuade passers-by to have a cup of coffee there. I liked this job. It was never boring and I met a lot of interesting people.

Introductory part and preparation of the lesson / project plan

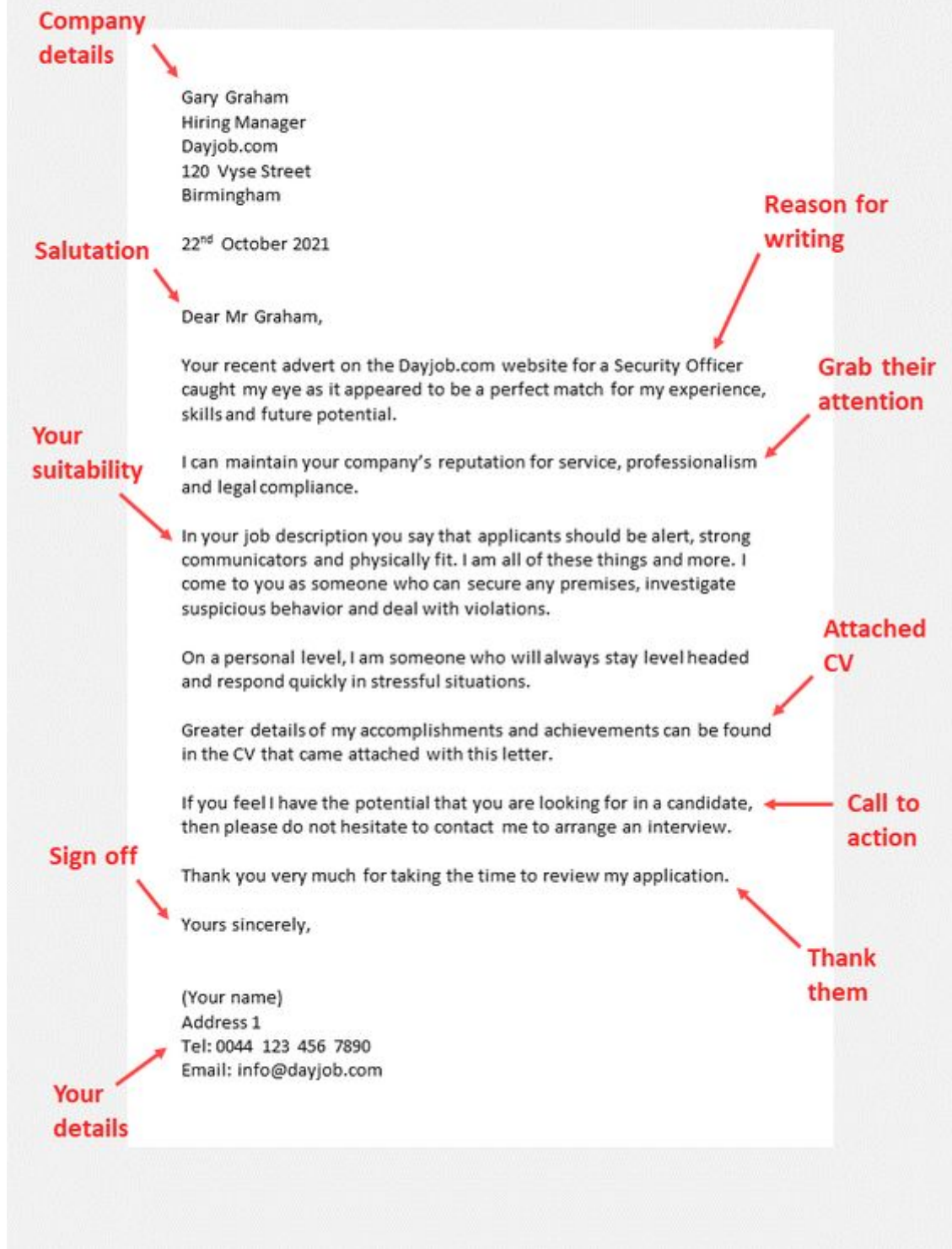
Az előző órán kiadott tétel feldolgozása.

Implementation of the lesson / project plan

Bevezetés: az 5-ös számú vizsgatétel feldolgozása

1. feladat: képleírási gyakorlat a tankönyv 52. oldalán található képek segítségével.
2. feladat: hallás utáni értés: tk. 52/4, majd az ismeretlen kifejezések kigyűjtése, lefordítása
3. feladat: work activities: párosítás mf. 52/2
4. feladat: frontális munkában a kivetített hivatalos levél formai követelményeinek áttekintése, a legfontosabb kifejezések kigyűjtése, használatára vonatkozó szabályok megfigyelése

## Structure of a Cover Letter



1.

1. feladat: gap filling. A hiányzó elemek visszaillesztése a hivatalos levélbe.

Name \_\_\_\_\_ Date \_\_\_\_\_  
 Section \_\_\_\_\_ Score \_\_\_\_\_



## WRITING A FORMAL LETTER – JOB APPLICATION

Formal Letters

Read the advertisement for a job.

Penelope is interested in the job. Read the information about her and complete her letter.

Name: Penelope Smith  
 Age: 27  
 Address: 6 Botley Road, Oxford OX6 5PP  
 Present Job: Tourist Guide  
 Last Job: Hotel Receptionist  
 Languages: French, Spanish



Study the organization of Penelope's letter.

The name and address of the person you are writing to go here.

Mary Gilmer  
 Director  
 The Oxford International School  
 16 College (2) \_\_\_\_\_  
 Oxford OX2 7PT  
 6 Botley (1) \_\_\_\_\_  
 Oxford OX6 5PP

The date goes here.

August 24

We begin all letters, both formal and informal, with Dear...

Dear Ms. Gilmer

I am interested in the job of \_\_\_\_\_ (3) in your school. I \_\_\_\_\_ (4) years old and I \_\_\_\_\_ (5) in Oxford. At the moment I \_\_\_\_\_ (6) guide, but last year I \_\_\_\_\_ (7) a hotel receptionist. I \_\_\_\_\_ (8) working with people very much and I \_\_\_\_\_ (9) speak two \_\_\_\_\_ (10), French and Spanish. I can also \_\_\_\_\_ (11) a computer. I \_\_\_\_\_ (12) born in Oxford, so I know it very well.

Paragraph 1  
Introduction

Paragraph 2  
The main part of the letter

Paragraph 3  
Ending

We use Ms, Mrs, or Mrs for a woman. We use Mr for a man.

We do not use short forms (I'm, he's, it's, they're) in formal letters.

I look forward to hearing from you.

Yours sincerely

*Penelope Smith*  
 Penelope Smith

We end formal letters with Yours sincerely.

Sign the letter and print your name.

- Look at the advertisement for another job and write a similar letter on the third page.



Copyright © Concordhomework.co.uk. All rights reserved.

### HAPPY HOLIDAYS

want **TOURIST GUIDE**

- Are you over 18?
- Do you like talking to people?
- Do you know your town well?
- Can you speak English...
- Are you free from July to September?

Happy Holidays



Copyright © Concordhomework.co.uk. All rights reserved.

1.

Evaluation plan

Óra végi szóbeli értékelés.

Homework, project task

Álláshirdetésre való jelentkező levél megfogalmazása 80-100 szó terjedelemben a megtanult szabályok figyelembevételével.

General subject(s)

idegen nyelv