

Occupation

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

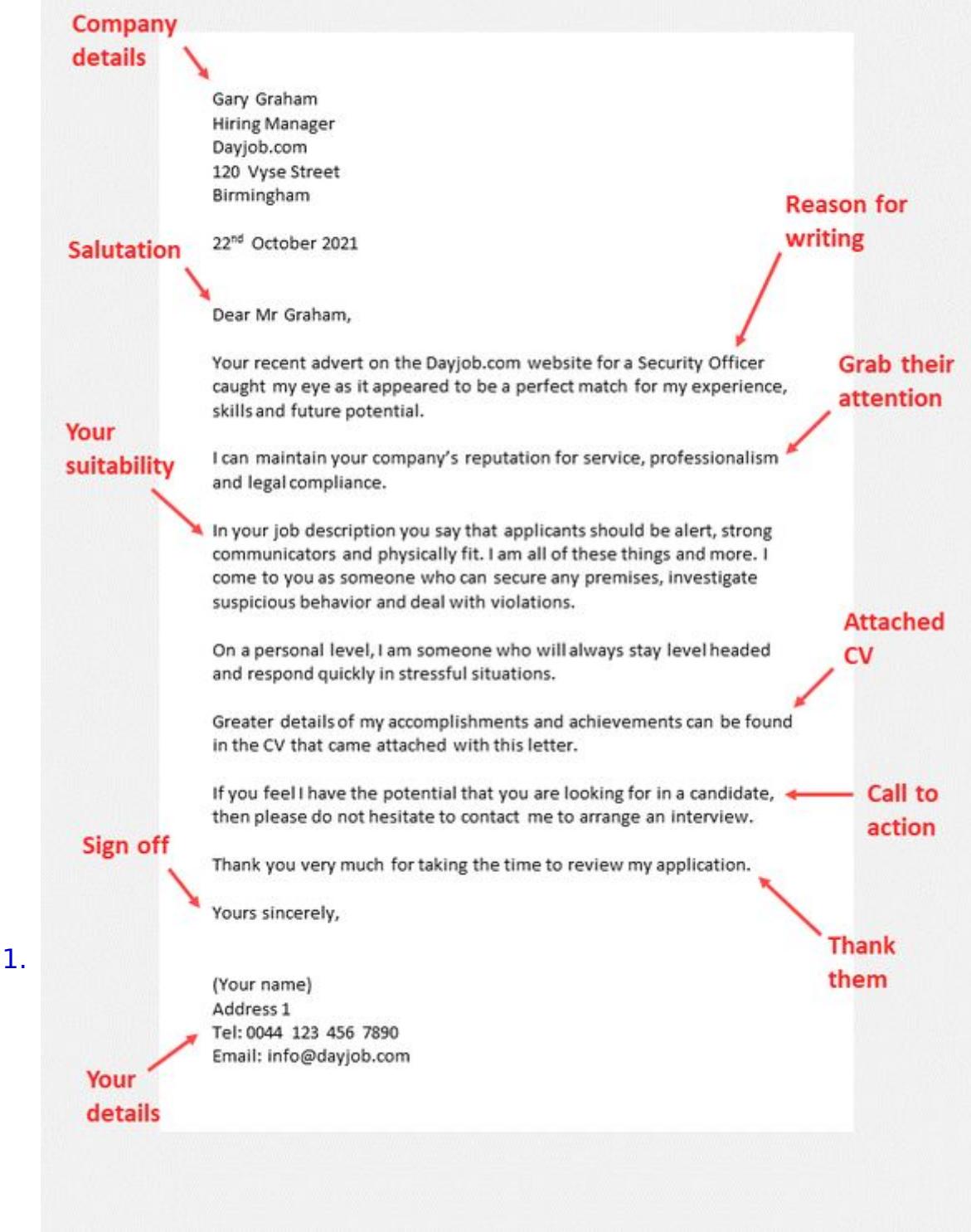
Az előző órán kiadott téTEL feldolgozása.

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. 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.

I look forward to hearing from you.

Yours sincerely

Penelope Smith

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.

Paragraph 1
Introduction

Paragraph 2
The main part of the letter

Paragraph 3
Ending

1.

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.



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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?



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Evaluation plan

Óra végi szóbeli értékelés.

Homework, project task

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

General subject(s)

idegen nyelv