

Cover letter by Europass A2/B1

Teacher document

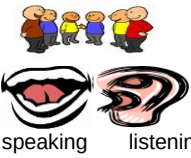
Total time: 1 x 90'

All languages /English

Global objectives

The learner will:

- broaden their vocabulary related with the labour issues.
- improve his/her ability to do a Cover Letter (CL).
- practice his/her ICT skills.
- know official online resources to do a Cover Letter, as well as a standardized CL model (Europass).
- practice his/her reading, listening and talking abilities in classroom.
- practice their abilities to work in groups

Timing	Skills	Preparation and material	Procedure
20'	 computer search	Learners search on the Internet	Personal activity on computer: learners search information in order to have models and references of well done cover letters.
30'	 speaking writing work in group	Learner's discussion in group	Group activity: Students try to reach an agreement about what a cover letter should be and work out a summary document about its structure and content.
20'	 computer writing	Learner's writing	Personal activity on computer: learners create an standardized European CL on computer by Europass
25'	 speaking listening	Learner's talk in public	Personal activity: Learners read their final version of CL to the classroom in order to practice oral skills. The audience practices their listening skills.