


**SÉQUENCE N°1** : LOOKING FOR A JOB IN THE UK

**NIVEAU CECRL**: A2-B1

**OBJECTIF DE SEQUENCE**: être capable de postuler pour un emploi par écrit

**TACHE COMPLEXE**: dans le cadre de sa scolarité, effectuer une recherche d'emploi en Angleterre afin de trouver un stage

SEANCE N°...	OBJECTIF DE SEANCE  TACHE ELEMENTAIRE	NIVEAU CECRL			B.activites langagieres					typologie message						C. CONTENUS CULTURELS ET LINGUISTIQUES			
		A2	B1	B2	1. CO	2.1 EOC	2.2 IO	3. CE	4. EE	1	2	3	4	5	6	a - CULTURE ET LEXIQUE	c - GRAMMAIRE DE LA LANGUE		
1	Mettre en forme une lettre professionnelle	✓				✓			✓	✓	✓					Education in Britain Studying and working abroad Hobbies and leisure activities	Formules de politesse		
2	Rédiger une annonce d'offre d'emploi	✓				✓		✓	✓	✓									
3	Rédiger un CV		✓			✓		✓	✓	✓									
4	Rédiger une lettre de motivation		✓			✓		✓	✓	✓									

Groupes de compétences 1 <sup>ère</sup> Bac Pro	Du 08/09 au 10/10	LP Elsa TRIOLET, Lucé (28)	Année scolaire 2008-2009
<b>PERIODE 1 : 5 séances</b> <b>MONDE SCOLAIRE ET PROFESSIONNEL,</b> <b>EMPLOI ET MOBILITE</b>		<b>EXPRESSION ECRITE</b> <b>GROUPE-BESOIN 1</b>	
<b>TACHE</b> : dans le cadre de sa scolarité, effectuer une recherche d'emploi en Angleterre afin de trouver un stage (niveaux A2-B1)			

**I. PROFESSIONAL CORRESPONDENCE :**

**A. EMAILS :** complete the email with the following words

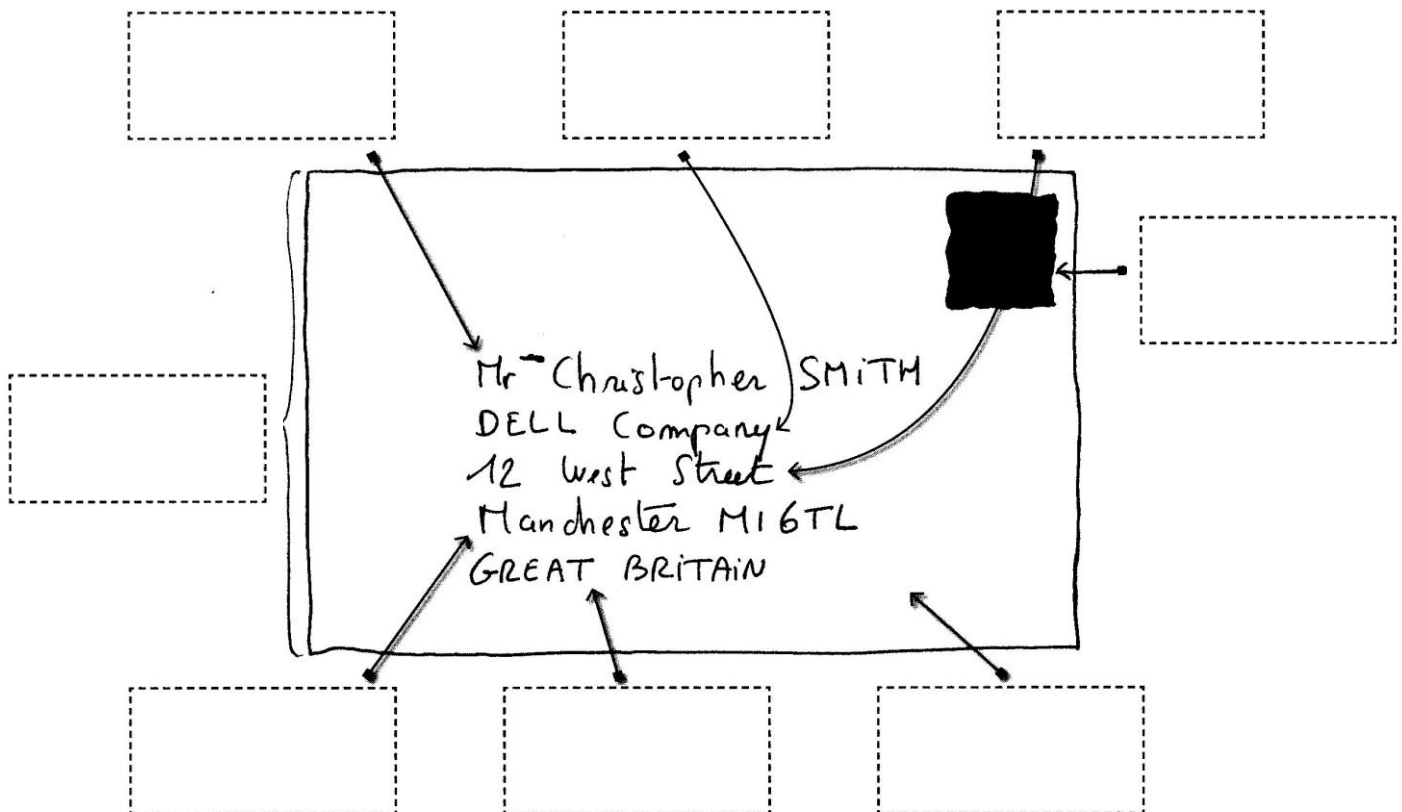
attachment / Cc (copy) / body / to / subject / from



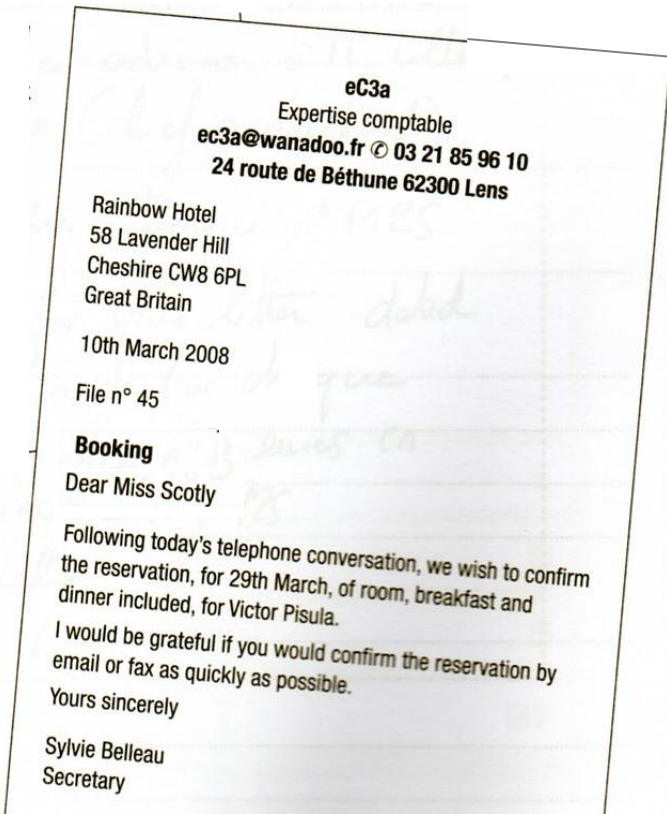
**B. BUSINESS LETTERS :**

**1. Complete the picture with the following expressions :**

title / post code / envelope / street number / company name / first name / town / street name / surname / stamp / country



2. Realize a letter plan using the letter example and the 9 categories in the box :



Writer's identification
Body
Date
Subject line
Signature
Letterhead
Salutation
Complimentary close
Inside address
Reference

3. Fill in the grid :

EXPRESSIONS	LETTER		TRANSLATION
	OPENINGS✓	CLOSURES✓	
Please let us know as soon as possible...			
Dear Mr.../Mrs...			
We have received your...			
I would be grateful if you could forward me...			
I am writing to confirm....			
I look forward to hearing from you.			
We wish to inform you that....			
Yours faithfully			
With reference to your letter of [date]...			
Dear Sir/Madam			
Thank you for your...			
Please contact us if you need further details.			
Following your letter of [date]...			
Yours sincerely			

4. ÉTACHE : vous effectuez votre stage dans l'entreprise MATPLUS (12 zone artisanale verte, 62160 Grenay, FRANCE) au service comptabilité. Votre tuteur, Georges Dufour, comptable, vous laisse une note afin que vous rédigiez un courrier d'accusé de réception d'un paiement :

À la date d'aujourd'hui  
Lettre préparée par notre client  
New Computer 52 Parkland Avenue  
à Cambridge GREAT BRITAIN  
CB2 2RB à adresser à M. Lillton,  
chef comptable (chief accountant)

Objet de lettre : Invoice n° F125  
Thank you for your letter dated  
30 September and for cheque  
n° 00250166 for 150 euros in  
payment of invoice n° F125.

II. JOB ADS :

1. Circle and number on the job ads the following information :

- ① company name / ② company location / ③ job / ④ type of contract / ⑤ working hours / ⑥ salary  
 ⑦ requests / ⑧ advantages / ⑨ application

**NOW HIRING FULL TIME & PART TIME SECURITY OFFICERS**

**\$7.00 / Hr**

ALL SHIFTS AVAILABLE FOR the following locations: **Lexington, Mt Sterling, Somerset**

**mg. Murray Guard**  
 1029 Industry Rd,  
 Lexington, Ky 40505

Applicants must be at least **18 years old** and have **clean criminal background.**

FOR IMMEDIATE INTERVIEW, apply in person between 9am-11am and 2pm-4pm, Mon-Fri

**FAYETTE COUNTY SCHOOLS**  
 Lexington, Ky

**SCHOOL BUS DRIVERS**  
 needed now

**\$11.68 - \$13.68**  
 Starting salary, depending on exp.

Applicants must be at least 21, have a good driving record, be able to pass a criminal records check, pass a drug and alcohol test, possess a High School qualification.

**FREE HEALTH INSURANCE**

Apply on line  
[www.FCPS.net](http://www.FCPS.net) or call Mona Serrat

**381 45 34**

**\$10.25/hr — \$11.65 on Su.**

**SALES POSITIONS NATIONWIDE RETAIL GIFTSHOP**

has positions available :  
 full time: 40 hrs/wk  
 part time: 24 hrs / wk  
 One year retail / restaurant exp.

Send a resume and covering letter to:  
**THE PARADIES SHOPS**  
 Blue Grass Airport - 4000 Terminal Drive  
 LEXINGTON, Ky 40510

- ▶ opportunity for advancement
- ▶ vacation pay
- ▶ employee discounts
- ▶ holiday pay
- ▶ free employee parking
- ▶ profit sharing
- ▶ health and dental ins.

2. Find the abbreviations corresponding to the following words :

ABBREVIATIONS	WORDS
	per annum
	week
	monday
	friday
	saturday
	sunday

ABBREVIATIONS	WORDS
	hour(s)
	part time
	full time
	experience
	insurance

3. TACHES : vous effectuez votre stage au siège social anglais de L'OCCITANE (15-19 Covendish Place, London WIG0QE) au service des ressources humaines. Votre tutrice, Marie-France Garaud, directrice du personnel, vous laisse des notes afin que vous rédigiez trois annonces d'offre d'emploi :

Secrétaire - Plein temps  
 37 heures hebdomadaires - £9.500 par an  
Qualifications : word processing skills  
 fast typing  
 good written communication  
 1 year experience  
Avantages : training program  
Candidature : par courrier  
 CV + lettre de motivation  
 à mon nom

Hôtesse d'accueil - Temps partiel  
 20 heures hebdomadaires - £6.25 / heure  
Qualifications : good communication  
 interpersonal skills  
Avantages : opportunity for advancement  
Candidature : en ligne  
[www.loccitane.co.uk](http://www.loccitane.co.uk)  
 CV + lettre de motivation

Vendeur/vendeuse - Temps plein  
 Boutique de Portsmouth  
 42 heures hebdomadaires - £9.000 par an  
Qualifications : basic numeracy skills  
 interest in aromatherapy  
 retail experience preferred  
Candidature : entretien avec le manager  
 Unit 7c, Gunwharf Quays,  
 Portsmouth PO1 3TZ  
 Lundi - Samedi 10h - 17h

### III. THE CV :

#### A. QUALIFICATIONS : match the French diplomas with their English equivalents

DNB	▪	▪	BTEC National
CAP	▪	▪	A Levels
BEP	▪	▪	Certificate of Vocational Education
Baccalauréat Professionnel	▪	▪	GCSE
Baccalauréat	▪	▪	BTEC First
BTS	▪	▪	BTEC Higher National Diploma

#### B. WORK EXPERIENCE : find the right study field for each task and translate it

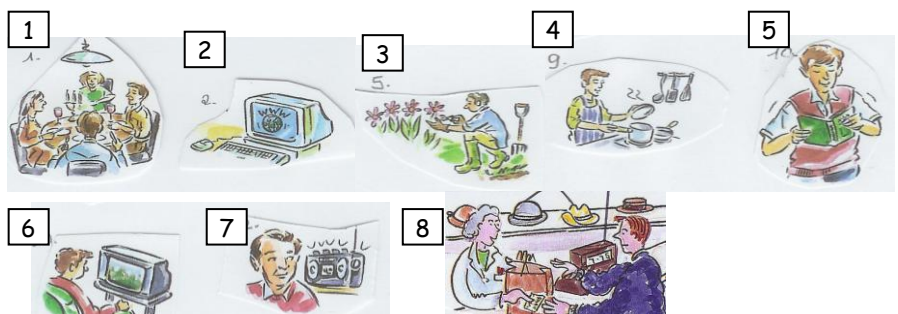
TASK	STUDY FIELD ✓		TRANSLATION
	SALE MANAGEMENT	SECRETARIAT ACCOUNTANCY	
to type documents			
to welcome the customer			
to file documents			
to guide the customer around the store			
to update databases			
to serve the customer			
to check invoices			
to register invoices			
to compare accounts			
to take delivery			
to encode items			
to put items on display			

#### C. SKILLS : write a sentence to say if you have the skill or not

1. hardworking : \_\_\_\_\_
2. self-motivated : \_\_\_\_\_
3. English (written, spoken) : \_\_\_\_\_
4. word processing : \_\_\_\_\_
5. energetic : \_\_\_\_\_
6. good communicator : \_\_\_\_\_
7. Spanish (understood) : \_\_\_\_\_
8. organized : \_\_\_\_\_
9. driving licence : \_\_\_\_\_
10. Internet : \_\_\_\_\_


#### D. HOBBIES :

PICTURE	LEISURE	😊	☹️
	cooking		
6			
	playing computer games		
5			
	gardening		
7			
	seeing friends		
8			



E. **TACHE** : vous êtes un lycéen français. Dans le cadre de votre option Section Européenne, vous devez rédiger votre CV afin de trouver un stage en Angleterre.

*Vous êtes Julien David Gasquet. Vous êtes né le 11 Août 91 à Toulouse. Vous êtes en 1<sup>ère</sup> année de Bac Pro SAAC au LP Camille Claudel de Caen (14), où vous avez obtenu un BEP VAM l'année précédente. Votre 1<sup>ère</sup> langue vivante est l'anglais (lu, parlé) et la 2<sup>ème</sup> est l'espagnol (notions). Vous avez une bonne maîtrise d'Internet, WORD et EXCEL. Vous avez une communication orale aisée, vous êtes travailleur et motivé. Durant votre BEP, vous avez effectué 3 semaines de stage en 1<sup>ère</sup> année (Juin, « Foot Locker », Hérouville) et 4 semaines en 2<sup>ème</sup> année (Décembre et Février, « Esprit Hommes », Caen). Vous habitez chez votre frère (35 rue des Erables, 14200 Hérouville). On peut vous contacter au 06.14.49.60.69 ou à l'adresse mail frost\_snt@hotmail.com. Vous jouez au foot (Club d'Hérouville), aux jeux vidéo et vous écoutez du rap US.*

<b>CURRICULUM VITAE</b>		
<b>Personal information</b>		
First name(s) / Surname		
Address		
Telephone	Mobile	
E-mail		
Date of birth	Nationality	
Gender	Status	
<b>Qualifications</b>		
Dates	School	
Diploma		
Dates	School	
Diploma		
<b>Work experience</b>		
Dates	Job	
Name of employer	Sector	
Main activities		
Dates	Job	
Name of employer	Sector	
Main activities		
<b>Skills</b>		
Languages		
Computer experience		
Driving licence		
Qualities		
<b>Hobbies</b>		
Leisure		
Sports		
Arts		

#### IV. THE LETTER OF APPLICATION :

1. Realize a letter plan using the letter example and the 11 categories in the box :

Julien LORMIER  
5, rue Marchand  
57000 Metz - France

Laura HIGGINS  
23, Birkenhead Street  
LONDON WC1H8BA  
Great Britain

25 July 2007

Dear Madam,

Re: job-ad ref N° EE/UN02

In reference to your advertisement in *the Guardian* of 21 July 2007, I wish to apply for the position of waiter in the bar you will open in St Pancras International in November.

I have completed a 4-year course in catering with a French hotel school in Metz and I am qualified in the food and beverage service.

As you will see from my CV, I had several training periods abroad, including England, Ireland and Luxembourg. These work placements have helped me gain a real fluency\* in English and good language skills in German. As French is my mother tongue, I feel that I would be able to deal efficiently with the European travellers who will make a stop in your bar before taking the Eurostar.

I am confident my skills, my previous work experience and school studies will enable\* me to perform\* in the post you are offering. I am available for an interview at anytime and I look forward to hearing from you soon.

Yours faithfully,  
*Julien Lormier*

Work experience

Date

Conclusion about the skills

Subject line

Employer's address

Signature

Salutation

Introduction about the job

Complimentary close

Sender's address

Qualifications

2. Fill in the grid :

EXPRESSIONS	LETTER ✓		TRANSLATION
	OPENINGS	CLOSURES	
Please do not hesitate to contact me.			
Thank you for considering this application.			
I am writing to apply for the post of...			
I enclose a CV.			
I should be pleased to attend an interview.			
With reference to your ad...			
I am writing in response to your ad...			

3. TACHE : vous êtes Julien Gasquet. Maintenant que vous avez fait votre CV, votre professeur vous remet une petite annonce du Times (05/01/09). Rédigez une lettre de motivation afin de postuler pour ce stage :

REF. N°CO-5926-2009 **F.T. RECEPTIONIST**  
4 WEEKS JUNE 2009 - PORTSMOUTH  
**training** **37 hrs/wk**

- > good oral communication
- > word processing skills
- > French (written, spoken)
- > 1 work exp

Send a CV and letter of application to :  
COLAS LTD, Jenny Strudwick  
Walton Road, Farlington, Portsmouth PO6 1TA, GREAT-BRITAIN

## I. PROFESSIONAL CORRESPONDENCE :

1. Letterhead

2. Inside address

3. Date

4. Reference

5. Subject line

6. Salutation

7. Body

8. Complimentary close

9. Signature

MATPLUS  
12 zone artisanale verte  
62160 Grenay  
FRANCE

Mr. Lillton  
Chief accountant  
NEW COMPUTER  
52 Parkland Avenue  
Cambridge CB22RB  
GREAT-BRITAIN

*(date du jour complète en anglais)*

**Invoice n°F125**

Dear Mr. Lillton,

Thank you for your letter dated 30 September and for cheque n°0025016 for 150 euros in payment of invoice n°F125.

Yours sincerely

*(signature)*  
Georges Dufour



## II. JOB ADS :

Now hiring  
**F.T. SECRETARY**  
London

37 hrs/wk £9,500 p.a.

- > word processing skills
- > fast typing
- > good written communication
- > 1 year exp

Training program

Send a CV and letter of application to :  
L'OCCITANE  
Marie-France Garaud  
HR department  
15-19 Covendish Place  
London W1G0QE

Now hiring  
**P.T. RECEPTIONIST**

20 hrs/wk £6.25/hr

- > good communication
- > interpersonal skills

Opportunity for advancement

Apply on line with your CV and letter of application :  
[www.loccitane.co.uk](http://www.loccitane.co.uk)

Now hiring  
**F.T. SHOP ASSISTANT**  
Portsmouth shop

42 hrs/wk £9,000 p.a.

- > basic numeracy skills
- > interest in aromatherapy
- > retail experience preferred

Immediate interview with the store manager :  
L'OCCITANE  
Unit 7c Gunwharf quays  
Portsmouth PO1 3TZ  
Mon-Sat, 10:00 am - 5:00 pm

#### IV. THE LETTER OF APPLICATION :

2. Employer's address	1. Sender's address
4. Salutation	3. Date
5. Subject line	
6. Introduction about the job	
7. Qualifications	
8. Work experience	
9. Conclusion about the skills	
10. Complimentary close	
11. Signature	

Jenny Strudwick  
COLAS LTD.  
Walton Road, Farlington,  
Portsmouth PO6 1TA  
GREAT-BRITAIN

Julien Gasquet  
35 rue des Erables  
14200 Hérouville  
FRANCE

*(date du jour complète en anglais)*

Dear Madam,

**Job ad ref. N°CO-5926-2008**

I am writing in response to your ad in *the Times* of January, the 5<sup>th</sup> 2009. I wish to apply to the four-week training of full time receptionist at COLAS LTD. in Portsmouth in June 2009.

I have a BTEC First in Sale and Management and I am preparing a BTEC National in Reception and Customer Services at LP Camille CLAUDEL in Caen (France).

As you will see from my CV, I had two training periods in shops: one of three weeks two years ago and one of four weeks last year.

French is my mother language and I can write and speak English. I can use word processing (WORD, EXCEL) and I am a good communicator, hard-working and self-motivated. Thank you for considering this application. Please do not hesitate to contact me for further information. I look forward to hearing from you.

Yours faithfully

Julien Gasquet  
*(signature)*