



***Institut de Formation à Distance***

**ONLINE ENGLISH COURSES**

**LICENCE 2 : CHAPTER 4**

# Presentation of trainers

---

## Course designers

- Youssouf AGNE
- Evelyne Rose FAYE
- Haby GUEYE
- Mouhamadou Rassouloulah DIAKITE
- Abdou DIOUF
- Mamadou Diallo
- Alioune NDIAYE
- Mamadou Lamine NDIAYE
- Moustapha Daya GUEYE



# Description of the course

---

- The English course aims at preparing students to professional life through aquisition of knowledge and skills that allow them to communicate.
- For that purpose, the course is based on providing students with skills which allow them to use general English and ESP (**English for Specific Purposes**).



# Prerequisites and objectives

---

- **Prerequisites**

Students should have completed L1 English course

- **Objectives**

This course aims at providing students with the necessary skills to express themselves in English, through conversations, opinions and business letters, ESP courses will allow students to understand and use the appropriate lexical items and expressions related to their fields of study.



- 
- **CHAPTER 4**
  - **Writing an internship letter**



# Topics and Skills

---

- **CHAPTER 4: Writing an internship letter**
- **Course designers**  
Mamadou Diallo  
Abdou DIOUF
- **Specific Objectives:** This course aims to equip students with the writing technique of the internship application letter by also providing them with useful expressions related to this task.



- 
- 1.1. Applicant's name and address (Including phone number, e.mail address, zip code, if available)
  - 1.2. Date (the day you send the letter)
  - 1.3. Reciever's name and address (Including the recruiter's name and address)
  - 1.4. Opening (Dear Sir or Madam, Dear Mr, Mrs, Ms...)
  - 1.5. Text message (- Selling oneself including one's skills and accomplishments
    - - Professional experiences and personality,
    - - Attachment of resume and request for interview)
  - 1.6. Closing (Best regards, All the best, My best wishes...)
  - 1.7. Sender's name and signature



---

## RELATED VOCABULARY

Je cherche un stage stimulant et enrichissant

- **I am seeking a challenging and rewarding internship**

En ma qualité d'étudiant en licence en comptabilité...

- **As a bachelor student in accounting...**

J'ai capitalisé des aptitudes en...

- **I have acquired skills in....**

Suite à notre entretien téléphonique...

- **Following our telephone conversation...**

Je serais ravi d'avoir une opportunité...

- **I would be delighted to have an opportunity...**

Je joins une enveloppe timbrée à mon adresse.

- **I enclose a stamped addressed envelope.**

Veuillez agréer l'assurance de ma considération distinguée,

- **Yours faithfully,**

Dans l'attente du plaisir d'avoir votre réponse bientôt, je vous prie de croire à mes sentiments les meilleurs,

- **Looking forward to receiving your answer soon,**

- **Yours sincerely**





---

## PRACTICAL EXERCISE:

Write an internship letter referring to the lesson. Use related expressions. Start as follows:

Name and address

Date

Dear Sir,

Following our telephone conversation...

As a bachelor student in ... (indicate your field of study)

I would be delighted to have an opportunity...

.....

.....

