



Institut de Formation à Distance

ONLINE ENGLISH COURSES

LICENCE 3 : CHAPTER 4

Presentation of trainers

Course designers

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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 L2 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



Topics and Skills

- **CHAPTER 4: Writing a job application letter**
- **Course designers**

Mamadou Diallo

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- **Specific Objectives:** This course aims to equip students with the writing technique of a job application letter by also providing them with useful expressions related to this task.



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- 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

- 15th April 2003 Le 15 avril 2003
- Dear Sir/Dear Sirs Monsieur/Messieurs
- Dear Mr (Mrs) Smith Cher Monsieur (ou Chère Madame) Smith
- Dear Jenny, Chère Jenny,
- I have the honor to write to you... J'ai l'honneur de vous écrire...
- I am writing you regarding, respecting, as regards to... Je vous écris à propos de, au sujet de, en ce qui concerne, concernant...
- I am writing to confirm my telephone call. Je vous écris pour confirmer notre conversation téléphonique.
- I enclose my CV for your information Je joins mon CV pour votre information
- I am writing to apply for the job of... Je vous écris pour demander un poste de...
- I am writing to enquire ... Je vous écris pour me renseigner...
- As a bachelor student in accounting... En ma qualité d'étudiant en licence en comptabilité...
- I believe I could fit easily into your team... Je crois que je pourrais facilement m'intégrer dans votre équipe...
- I have acquired skills in.... J'ai capitalisé des aptitudes en...
- I am a conscious person who works hard and pays attention to detail... Je suis une personne consciente qui travaille dur et qui porte une attention particulière aux détails
- I am keen to work for a company with a great reputation an high profile like yours
Je suis désireux de travailler pour une entreprise avec une grande réputation et un profil élevé comme le vôtre
- I would be delighted to have an opportunity... Je serais ravi d'avoir une opportunité...
- I would be grateful if you would keep my CV on file for any future possibilities
Je vous serais reconnaissant de bien vouloir conserver mon CV dans le futur
- I enclose a stamped addressed envelope. Je joins une enveloppe timbrée à mon adresse.
- Yours faithfully, Veuillez agréer l'assurance de ma considération distinguée,
- Looking forward to receiving your answer soon,
- Yours sincerely, Dans l'attente du plaisir d'avoir votre réponse bientôt, je vous prie de croire à mes sentiments les meilleurs,

PRACTICAL EXERCISE:

Write a job application letter referring to the lesson. Use related expressions. Start as follows:

Name and address

Date

Dear Sir,

I am writing to apply for the job of...

I have acquired skills in....

I would be delighted to have an opportunity...

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