

Brainstorm Language for FCE Writing Application Letter Tasks

Brainstorm as many of the things below as you can into the gaps

Positive adjectives about yourself**Phrases to introduce positive things about yourself****Phrases to introduce negative things about yourself (but say they are not so bad)****Phrases to start a letter of application (greeting and first line)****Phrases to end a letter of application**



Suggested answers (alphabetical by section)

Positive adjectives about yourself

adaptable
ambitious
bilingual/ multilingual
capable
cheerful
creative
determined
dynamic
energetic
enthusiastic
experienced
flexible
fluent
friendly/ sociable
hardworking
keen
knowledgeable
organized
outgoing
positive
proficient
reliable
systematic

Phrases to introduce positive things about yourself

After many years of...,...

As you can see from the enclosed CV/ resume,...

I am a trained...

I am currently...

I am keen on

I am particularly interested in this job due to...

I am/ would be able to...

I believe I am a good candidate for this job because...

I have (a lot of) experience of...

I have (already)...

I have (good) knowledge of...

I have (recently) passed.../ I have qualifications/ a qualification in...

I have (substantial) training in...

I have a good command of...

I have a passion for...

I have always been interested in...

I have always wanted to...

I have completed...

I have detailed knowledge of...



I have leadership/ first aid/ good communication/... skills
I have shown my ability to... by/ through...
I have... abilities
I think I am ideal for this job as...
I'm (easily) able to...
I'm an expert in...
I'm good at...
I'm passionate about...
My ambition is to...
People generally describe me as...

Phrases to introduce negative things about yourself (but say they are not so bad)

Although/ While I don't have (much) (actual) experience of...,...
Despite/ In spite of my lack of...
Unfortunately,... However,...

Phrases to start a letter of application (greeting and first line)

Dear Sir or Madam/ Dear Mr/ Ms + family name
I am writing to apply for the position of... which I saw advertised...

Phrases to end a letter of application

I am available for interview and employment at any time.
If you need any more details, please do not hesitate to contact me.
I look forward to hearing from you soon.
Yours sincerely/ Yours faithfully/ Sincerely yours

How would you organize that letter?

Practice

- 1. Choose a job and dictate a letter of application without saying the name of the job until your partner guesses what you are applying for. As in the exam, you don't have to stick to things which are really true about your own skills, experience, etc.*
- 2. Choose one of the phrases above and try to find statements that you can both agree with, e.g. "I have a lot of experience of reading English emails". Do the same with as many of the phrases above as you can, then ask your teacher about any you couldn't use.*