



JOB QUALITIES

Identifying job qualities and writing job application letters

Level:	Intermediate - Advanced
Target Audience:	Adults
Language / Skills Focus:	Vocabulary, Reading, Writing
Activity Time:	90 minutes (over two lessons) + a homework between lessons
Materials:	A selection of job ads for each learner in the class

LESSON 1

1 To warm up the class to the topic, brainstorm the names of different jobs and professions with the group and ask them to call out their ideas.

2 When they have run out of ideas, ask your learners next to think of all the possible qualities that employers might look for in their employees and that they might include in job ads. Again, ask them to call out their ideas, but this time, write them on the board. Here is a list of possible qualities:

Integrity
Creativity
Physical fitness
Youth
Attractiveness
Uniqueness
Ethics
Honesty
Intelligence
Independence
Ambition
Ability to make decisions
Ability to work on a team

3 Give each learner several job ads. Ask them to identify all the qualities that employers are looking for that are mentioned in their ads. Point out that some qualities might be implicit in the type of job being advertised rather than being stated directly. Tell your learners to make a list of their findings.

4 When they are ready, ask them to call out their ideas, and add any new qualities they have found to the existing list on the board.

5 Now ask each learner to choose one of their job ads that they would be interested in pursuing (and return the unwanted ads to you). Ask them to look at this job ad carefully in order to determine precisely what qualities the employee is looking for in a candidate. Again, remind them that they might need to infer desired qualities from the information contained in the advertisement. They should make a detailed list of these qualities.



lesson plans

find someone who...

HOMEWORK

6 When your learners are ready, tell them that for homework, they should write a letter of application for the job they have chosen. In this letter they should highlight the desired qualities that would make them a suitable candidate. Tell them that they should also bring to the next lesson their job ads and their list of desired candidate qualities.

LESSON 2

7 Pair learners and ask one learner in each pair to give their partner their job ad and their list of desired qualities to read. They should then read aloud their job application letter to their partner, who should give feedback on the following points:

- Style and register: Is this letter in keeping with the style of a job application letter?
- Content and focus: Have the desired qualities been highlighted in a way that will catch the attention of the employer without being over-exaggerated?
- Language: Are the 'nuts and bolts' of letter writing - grammar, spelling and punctuation - accurate?

8 After this first exchange, partner should then change roles.

9 Finally, invite one or two learners to read their application letters aloud to the class. Invite comments from the group, using the criteria determined in Step 7 of the activity.

COMMENT

An important aspect of writing a letter of application is to draw the employers' attention to the candidate so that the application will be taken into consideration.

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