

Occupation

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Type of lesson / project plan

Lesson plan

Sector

Pedagógia, oktatás

Topic, learning area

A munka világa

Vocational subject(s)

English language

Grade

10. évfolyam

Learning and development goals

A tanóra során a tanulók feldolgozzák a munka világa témakört. A feladatok elvégzésével fejlesztik szókincsüket az adott témakörben. Az óra végére képesek lesznek önállóan összefüggő gondolatokat megosztani a feltett kérdésekre vonatkozóan.

Concepts

hivatalos levél formai követelményeink gyakorlása

Required tools

Projektor, Solutions Pre-intermediate (3rd edt) tankönyv és munkafüzet, füzet, szótár füzet

Materials released before class or for a project

5. vizsgatétel

Work

My dream is to become an archeologist or an Egyptologist. I'd like to study ancient Egyptian history and culture: the Pyramids - the tombs of the pharaohs. I'd like to take part in excavations. To become an archeologist, you have to go on to higher education and gain a university degree. Although I am still a student, I have some kind of work experience. I have had several summer jobs. There are a lot of job opportunities for students in the summer. For example, we can hand out flyers, sell ice-cream, pick fruit and vegetables, deliver newspapers, or work at fast food restaurants or in supermarkets. The advantages of working in the summer are that you can earn a little extra spending money, and you have a

chance to gain real world experience and work experience. You can also learn a little bit about time and money management. The disadvantage is that you miss all of the summer fun - you can't meet your friends, you can't have a lie-in, you have to get up early even in the summer. Last summer I handed out flyers for a new café at the local shopping centre. I worked four hours a day. I tried to persuade passers-by to have a cup of coffee there. I liked this job. It was never boring and I met a lot of interesting people.

Introductory part and preparation of the lesson / project plan

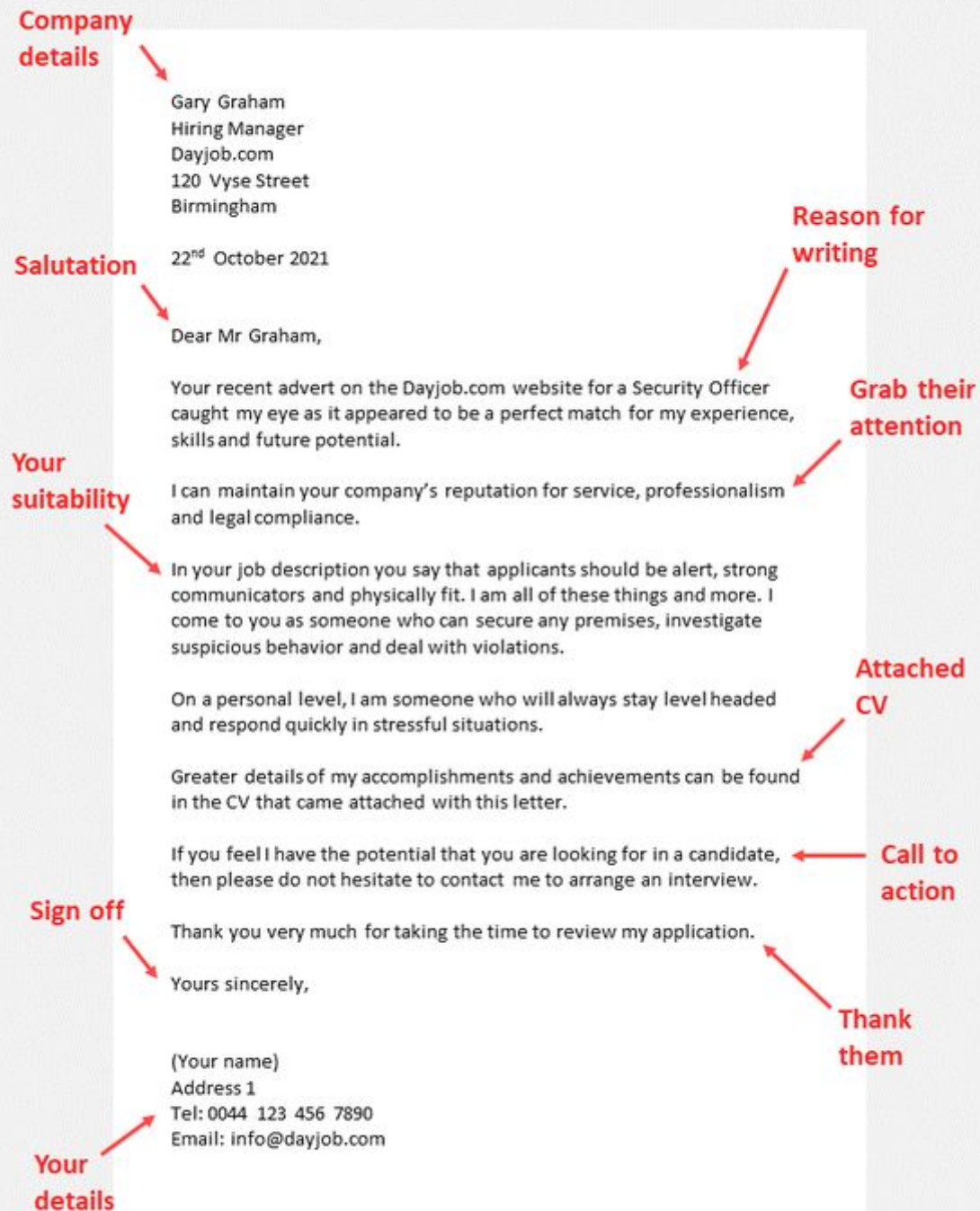
Az előző órán kiadott tétel feldolgozása.

Implementation plan for the lesson / project

Bevezetés: az 5-ös számú vizsgatétel feldolgozása

1. feladat: képleírási gyakorlat a tankönyv 52. oldalán található képek segítségével.
2. feladat: hallás utáni értés: tk. 52/4, majd az ismeretlen kifejezések kigyűjtése, lefordítása
3. feladat: work activities: párosítás mf. 52/2
4. feladat: frontális munkában a kivetített hivatalos levél formai követelményeinek áttekintése, a legfontosabb kifejezések kigyűjtése, használatára vonatkozó szabályok megfigyelése

Structure of a Cover Letter



1.

1. feladat: gap filling. A hiányzó elemek visszaillesztése a hivatalos levélbe.

Name _____ Date _____
 Section _____ Score _____



WRITING A FORMAL LETTER – JOB APPLICATION

Formal Letters
 Read the advertisement for a job.
 Penelope is interested in the job. Read the information about her and complete her letter.

Name: Penelope Smith
 Age: 27
 Address: 6 Botley Road, Oxford OX6 5PP
 Present Job: Tourist Guide
 Last Job: Hotel Receptionist
 Languages: French, Spanish




Study the organization of Penelope's letter.

The name and address of the person you are writing to go here. The date goes here. We begin all letters, both formal and informal, with Dear... We use Ms, Mss, or Mrs for a woman. We use Mr for a man. We do not use short forms (I'm, he's, it's, they're) in formal letters.	Mary Gilmer Director The Oxford International School 16 College (2) _____ Oxford OX2 7PT 6 Botley (1) _____ Oxford OX6 5PP August 24 Dear Ms. Gilmer I am interested in the job of _____ (3) in your school. I _____ (4) years old and I _____ (5) in Oxford. At the moment I _____ (6) guide, but last year I _____ (7) a hotel receptionist. I _____ (8) working with people very much and I _____ (9) speak two _____ (10), French and Spanish. I can also _____ (11) a computer. I _____ (12) born in Oxford, so I know it very well. I look forward to hearing from you. Yours sincerely  Penelope Smith	Paragraph 1 Introduction Paragraph 2 The main part of the letter Paragraph 3 Ending
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We end formal letters with Yours sincerely.

• Look at the advertisement for another job and write a similar letter on the third page.



Sign the letter and print your name.

HAPPY HOLIDAYS
 want **TOURIST GUIDE**

- Are you over 18?
- Do you like talking to people?
- Do you know your town well?
- Can you speak English...
- Are you free from July to September?

Happy Holidays



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Evaluation plan

Óra végi szóbeli értékelés.

Homework, project task

Álláshirdetésre való jelentkező levél megfogalmazása 80-100 szó terjedelemben a megtanult szabályok figyelembevételével.

General subject(s)

idegen nyelv