

Area/Skill - LA, Writing	Cognitive Skill Level - Application	Correlation to Framework - 01.05, 01.06	Lesson Number - 36
<p>Activity Title - I Want This Job Because...</p> <p>Goal/Objective</p> <p>To develop a letter of interest.</p> <p>Lesson Outline Introduction</p> <p>Discuss that when applying for a job, a letter of interest is often required. A good letter of interest requires planning, the proper form, correct mechanics, organization, effective use of words, and of course, good content.</p> <p>Activity</p> <p>Have students brainstorm what a letter of interest should look like and what type of information it should contain. Write the students' ideas on the board. Encourage students to use personal experiences in identifying the different information that should be included.</p> <p>Provide students with a copy of a job want ad. Have each student write a letter of interest for that particular job. Discuss the need to use a block style of letter writing, correct grammar, organization, and appropriate word choice.</p> <p>Debriefing/Evaluation Activity</p> <p>After students have written their letters, have them share them with the class. Discuss why certain letters may have a better chance at being read by a company.</p>		<p>Materials/Texts/Realia/Handouts</p> <ul style="list-style-type: none"> • Job want ad from a local newspaper • Board or chart paper and markers • Paper and pencils • Dictionaries 	
<p>Real-Life Connection</p> <p>Have students select a want ad for a position for which they wish to apply. Have them write a letter of interest for that position.</p> <p>Correctional Facility—Have students write a letter of interest to the correctional administration requesting transfer status, work release, etc.</p>		<p>Extension Activity</p> <p>Have students use the information in their letters and the want ad to develop questions for a job-interview. Pair students and have one take the role of the interviewer and the other the interviewee. Have the students role play an interview process.</p> <p>ESE/ESOL Accommodations</p> <p>Pair students so they can assist each other in writing their letters.</p> <p>Have students verbally identify the main idea, supporting statements, and concluding remarks before writing them on the graphic organizer.</p> <p>Have students use the graphic organizer to initially write paragraphs rather than a five-paragraph essay.</p> <p>Provide dictionaries.</p>	

GED 2002 Teachers' Handbook of Lesson Plans

Area/Skill - LA, Writing	Cognitive Skill Level - Application	Correlation to Framework - 01.05, 01.06	Lesson Number - 36
--------------------------	-------------------------------------	---	--------------------

Activity Title—I Want This Job Because...

Introduction

Say: When I started looking for a job, I first looked in the classified section of the newspaper. I found two or three positions that were of interest to me. I knew that in order to even get an interview, I would first need to write a letter of interest. So, I wrote a letter stating why I was interested in the job, what qualifications that I had that made me the best person for the job, and when I was available to discuss the job.

Ask: Has anyone had a similar situation when applying for a job? What was the result? Share with the group the result of your letters that were sent.

Main Activity

Say: Often, the first step in applying for a job is writing a letter of interest. A letter of interest can make the difference between whether or not you are asked to interview or even to send an application and resume. A letter of interest must always be a perfect example of the type of employee you would be if hired. A letter that has spelling or grammatical errors will probably end up in one place only—the trash bin!

Say: Today, we are going to use our skills in writing business letters to write a letter of interest. *Ask:* What comprises a good letter of interest?

Have the students discuss the different items that should be included in a letter of interest. Review the basic skills for writing a business letter, i.e. block style, correct English, neatness, etc.

Collect several copies of the newspapers' classified section. Divide the class into small groups of two or three students. Have each group select one of the job ads and write a letter of interest for that position. Provide each group with appropriate business paper on which to write their finished product.

Debriefing/Evaluation Activity

After the groups have completed their letters of interest, have them read the letters to the class. Also have each group show their physical letter to the class. Debrief the activity by having the students assess each letter.

Ask: Would you interview this person based on the letter? Why or why not? What were the positive points of the letter? What things could be improved in the letter?

Write the students answers on the board. List the positive traits in one column, the items that need to be improved in another column. Make sure that the students include not only compositional issues, but also the physical appearance of the letter.

Students may wish to type their letters using a word processor for a more professional look. Discuss the need to use a computer for writing business letters and resumes.