

WELCOME TO OUR CLASS



Hoaloil High School

By: TRUONG HUU HANH



# Tiếng Anh 10



Unit

4

# FOR A BETTER COMMUNITY

## LESSON 6

## WRITING

**Writing an application letter for volunteer work**

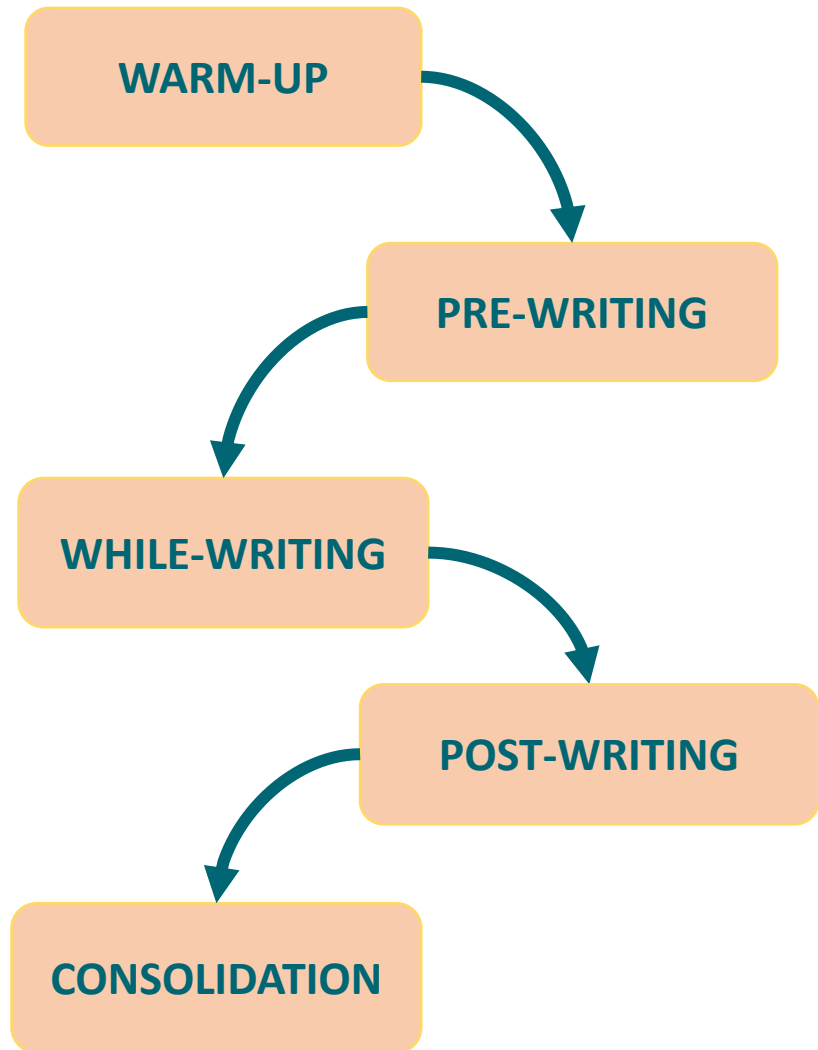


## OBJECTIVES

- Write an application letter for a volunteer work

## LESSON 6

## WRITING



Game: Hangman

- Task 1: Match the paragraphs with their aims.
- Task 2: Read and answer the questions.

Task 3: Complete the application letter for the job.

Cross-check and final check

- Wrap-up
- Homework

## LESSON 6

## WRITING

### WARM-UP

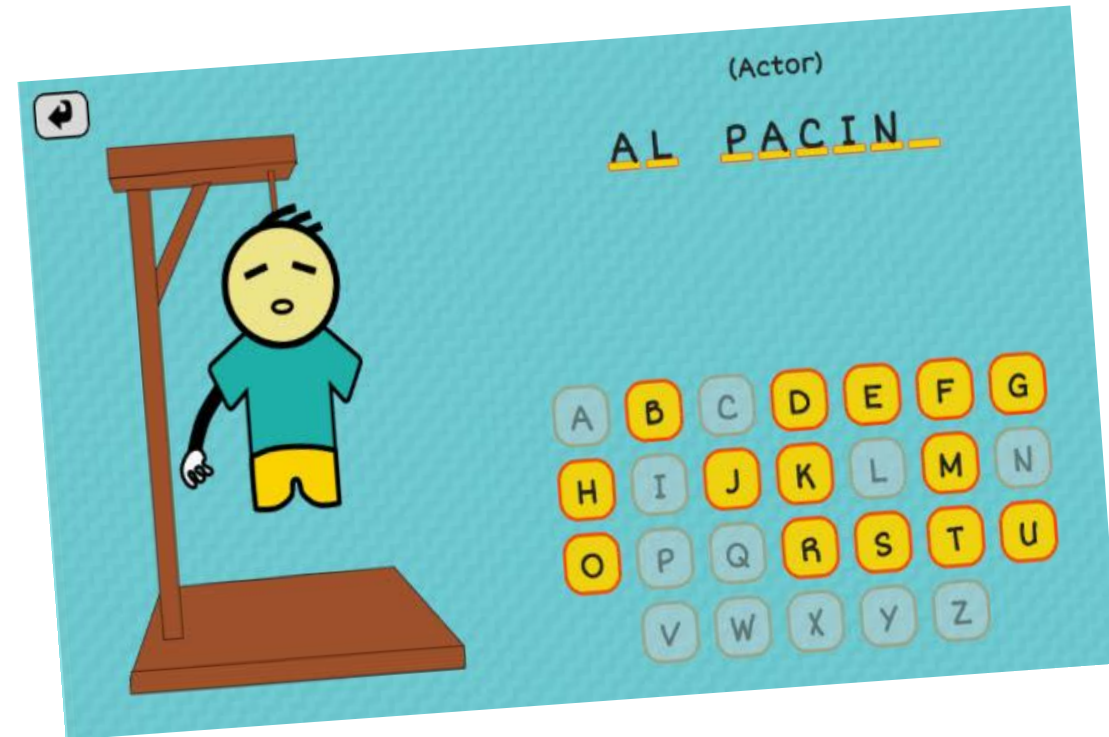
Game: Hangman

# WARM-UP

## HANGMAN

*This is a kind of letter you need to write when you apply for a job.*

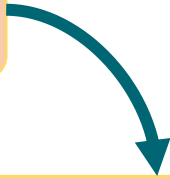
**APPLICATION LETTER**



## LESSON 6

## WRITING

**WARM-UP**



**PRE-WRITING**

Game: Hangman

- Task 1: Match the paragraphs with their aims.
- Task 2: Read and answer the questions.



# PRE-WRITING

- 1** Read the application letter for a volunteer position. Match the paragraphs with their aims.

A. Saying why you want to do the job

B. Saying when you are available for an interview and can start work

C. Mentioning the job you are applying for and where you got the information from

# PRE-WRITING

## 1 Read the application letter for a volunteer position. Match the paragraphs with their aims.

Heart to Heart  
Charitable Organisation  
100 Ha Thanh Street, Ha Noi

187 Giang Vo Street  
Dong Da, Ha Noi  
1 January 20\_\_

Dear Sir or Madam,

Paragraph 1: **C**

I am writing to apply for a volunteer position at the local centre for community development. I heard about this opportunity in a public announcement last Monday.

Paragraph 2: **A**

I am interested in your community development projects because I really care about the life of people in the community and want to offer my services to you. Currently, all my Sunday afternoons are free, and I will be able to help at the centre if I am chosen.

Paragraph 3: **B**

I have already filled in the online application form and sent it in as requested. I am available for an interview on any weekday after 4.30 p.m. or at weekends. If my application is successful, I can start immediately.

I look forward to hearing from you.

Yours faithfully,

*Nguyen Ha Vi*

# PRE-WRITING

## 2 Read the job advert and answer the questions.

1. What qualities are needed for the job?

Reliable and hardworking.

2. What are the job duties?

Welcoming guests and visitors, and receiving and sorting donations.



- Our Heart to Heart Charitable Organisation needs reliable and hard-working volunteers to work at our head office.
- The job will involve welcoming guests and visitors to the office, and receiving and sorting donations.

## LESSON 6

## WRITING

**WARM-UP**



**PRE-WRITING**



**WHILE-WRITING**

Game: Hangman

- Task 1: Match the paragraphs with their aims.
- Task 2: Read and answer the questions.

Task 3: Complete the application letter for the job.

# WHILE-WRITING

## 3 Complete the application letter for the job.

Heart to Heart  
Charitable Organisation  
100 Ha Thanh Street, Ha Noi

Dear Sir or Madam,  
I am writing to apply for a volunteer  
position .....

.....  
I am interested in .....

.....  
I am available for an interview  
..... If my  
application is successful, I can start

.....  
I look forward to hearing from you.  
Yours faithfully,

.....

..... Street  
....., .....  
1 January 20\_\_\_\_



# WHILE-WRITING

## SAMPLE

Heart to Heart  
Charitable Organisation  
100 Ha Thanh Street, Ha Noi

*877 Kim Ma Street  
Ba Dinh, Ha Noi  
12 March 2022*

Dear Sir or Madam,

I am writing to apply for a volunteer position at the head office of Heart to Heart Charitable Organisation. I saw the job advert on our school notice board.

I am interested in volunteer work and projects to help people in our community. I am polite, reliable and hardworking. I also have great people skills, which I believe are important for this position.

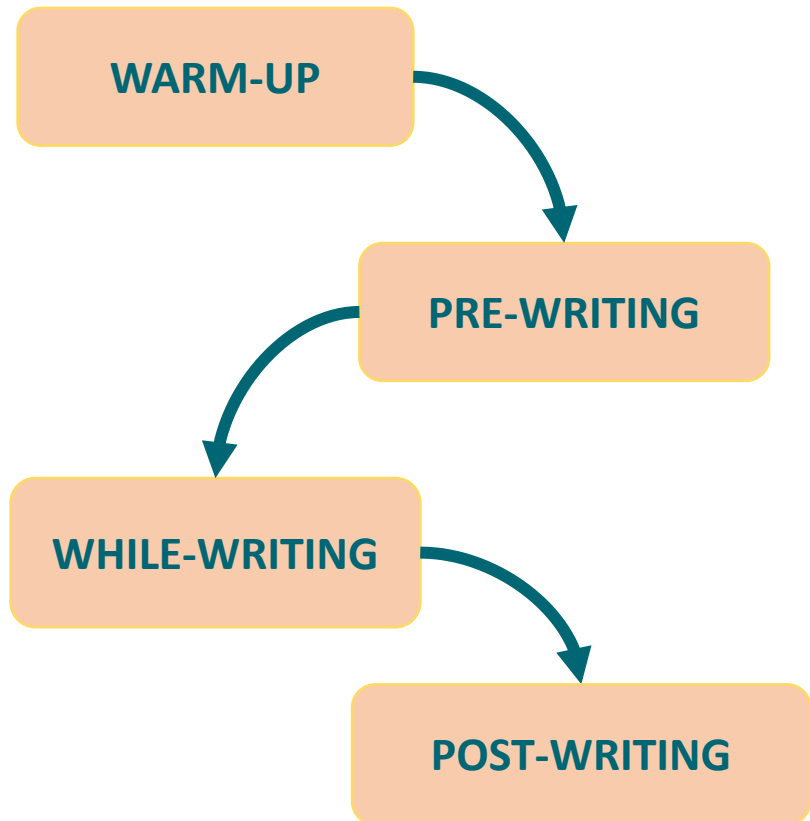
I am available for an interview on any weekday after 4.30 p.m. or at weekends. If my application is successful, I can start next month.

I look forward to hearing from you.

Yours faithfully,  
Nguyen Ha Anh

## LESSON 6

## WRITING



Game: Hangman

- Task 1: Match the paragraphs with their aims.
- Task 2: Read and answer the questions.

Task 3: Complete the application letter for the job.

Cross-check and final check

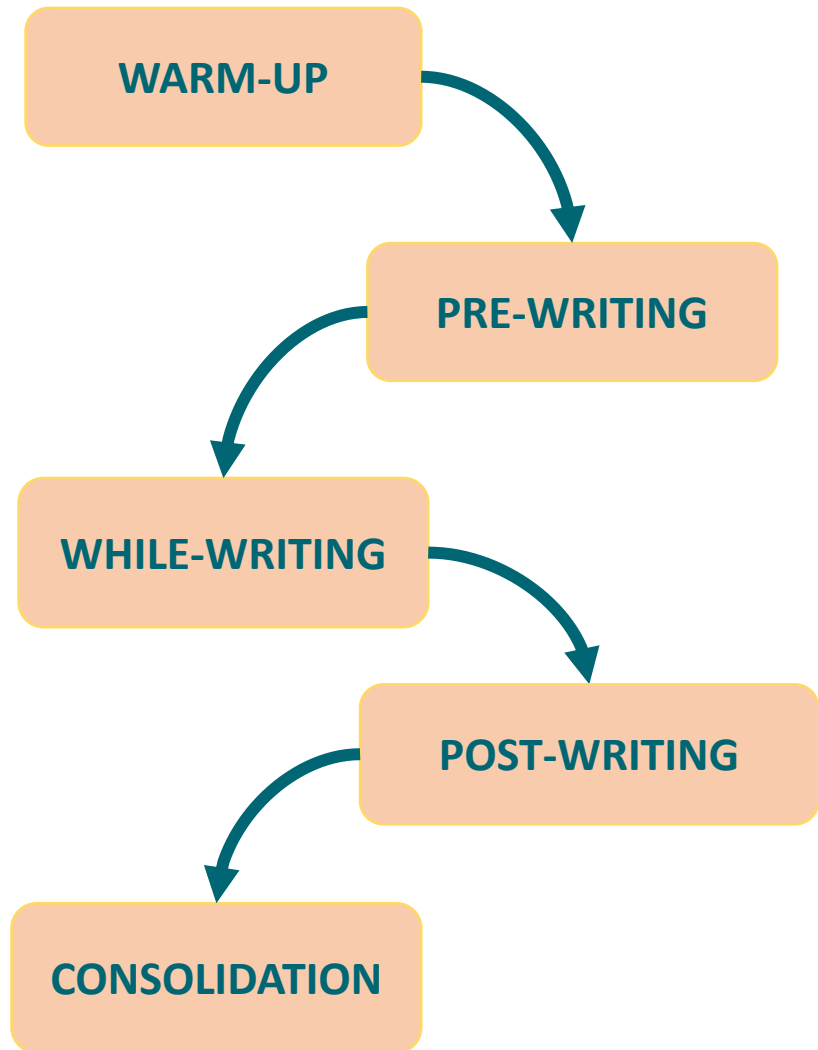
# POST-WRITING

## Cross-check and final check



## LESSON 6

## WRITING



Game: Hangman

- Task 1: Match the paragraphs with their aims.
- Task 2: Read and answer the questions.

Task 3: Complete the application letter for the job.

Cross-check and final check

- Wrap-up
- Homework

# CONSOLIDATION

## 1 Wrap-up

- Write an application letter for a volunteer work

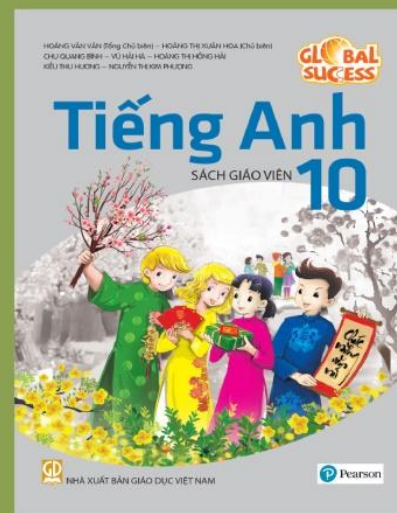
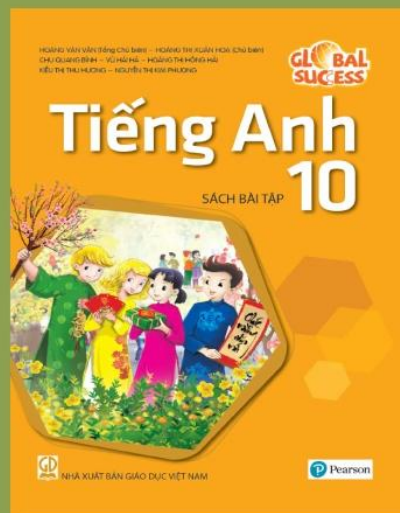
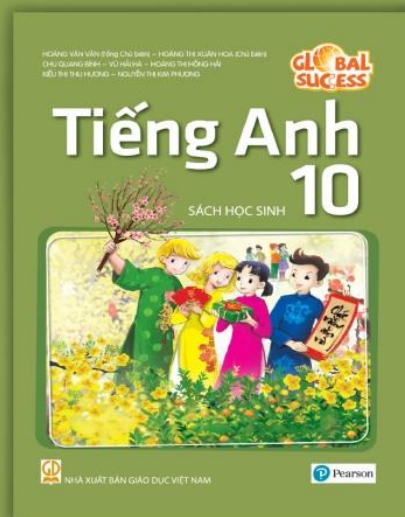


# CONSOLIDATION

## **2** Homework

1. Prepare for the next lesson: Communication and Culture/ CLIL
2. Do exercises in the workbook
3. Rewrite the paragraph in the notebooks.

# THANK YOU



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