

English
Semester 5 - Class 3
Licence Sciences de la vie

COVER LETTER

A. Common formal cover letter layout



1. The _____ of the person you are writing to.
2. Your _____
3. Date

You can write the date on the right or on the left on the line after the address you are writing to. Write the _____ as a word.

Practice. Write the following dates in English:

- 12 octobre 2021 : _____
- Mardi 5 juillet 2020 : _____
- 21 février 1999 : _____
- mercredi 16 juin : _____

4. Salutation or greeting

a) If you do not know the name of the person you are writing to, use the following form:
 _____ (try to find out a name.)

b) If you know the name, use the title (Mr, Mrs, Miss or Ms, Dr, etc.) and the last name only. If you are writing to a woman and do not know if she uses Mrs or Miss, you should use _____, which is for both married and single women.

Dear Mr Jenkins, Dear Ms Hawers, Dear Dr Green, Dear Professor Iverson....

B. Content of your cover letter

1. Opening Paragraph

Briefly identify yourself and the position you are applying for. Add how you found out about the vacancy.

2. Paragraph #2

Give the reasons why you are interested in working for the company and why you wish to be considered for that particular post. State your relevant qualifications and experience, as well as your personal qualities that make you a suitable candidate.

3. Paragraph #3

Inform them that you have enclosed your current resume and add any further information that you think could help your case.

4. Closing Paragraph (6)

Give your availability for interview, thank them for their consideration, restate your interest and close the letter.

- _____ is used if the recipient is known and addressed by the name.
- _____ is used if the name of the recipient is not known

5. Signature (7)

Sign your name, then print or write it underneath the signature.

First name first: ~~Biden Joe~~ → Joe Biden

C. Common abbreviations in cover letters.

The following abbreviations are widely used in letters:

- _____ : enclosure (when you include other papers with your letter)
- _____ : per procurationem (a Latin phrase meaning that you are signing the letter on somebody else's behalf; if they are not there to sign it themselves, etc) or by proxy
- _____ : Post Script (when you want to add something after you've finished and signed it)
- _____ (*informal*) : please turn over (to make sure that the other person knows the letter continues on the other side of the page)
- _____ : please reply

D. Practice: Translate the following:

a. Je me permets de vous écrire : _____

b. Je souhaite postuler pour le stage de (...) dont vous avez publié l'annonce dans... :

c. Je suis disponible pour entretien le : _____

d. Veuillez trouver mon CV ci-joint : _____

e. J'attends avec impatience la possibilité de pouvoir discuter avec vous :

f. Dans l'attente d'une réponse de votre part : _____

E. Important adjectives

Pair work: List important adjectives to put on a cover letter (minimum 10).

F. E-mails: Can you find the abbreviations widely used in emails?

- as soon as possible: _____
- when you send a copy of a letter to more than one person, you use this abbreviation to let them know: _____
- when you send a copy of a letter to someone else, but you do not want the recipient to know: _____

What are the translations to the following expressions?

- Veuillez trouver en fichier-joint : _____
- Cordialement : _____

What do these symbols mean?

H _____

h _____

- _____

: _____

. _____

@ _____

/ _____

\ _____

G. Listening comprehension: How To Write A Cover Letter - Top 5 Cover Letter Tips

1. Why is Mike unhappy about the situation?

2. What does Jeff mention about the end of summer?

3. According to the first tip, who should you address your cover letter to?

4. What does Mike say about repeating information from your resume in the cover letter?

5. How long should a cover letter be according to Jeff?

6. What does Jeff say about tailoring your cover letter to the company?

H. Write your opening paragraph (see B. for reference)

SCIENCE AND MISCONCEPTIONS

A. Brainstorming : What are a stereotype and a misconception?

B. What are the clichés (stereotypes) scientists may suffer of?

C. Useful expressions

- It is commonly believed that
- It is wrongly said that
- are/is said to...
- ...are/is believed to...
- Whereas
- While
- although, even though
- despite
- People may / might ...

D. Writing. Make one sentence opposing clichés and reality by using words from C

E. Video. The Big Bang Theory « pictionary, boys vs girls »

Watch the video and list:

The clichés you see	The clichés you hear

F. Vocabulary. Find the English equivalents in the video.

1. Être déçu.e		2. un exploit, une réalisation	
3. à peine, guère		4. un désavantage évident	
5. du plasma quarks-gluons		6. Asymptotiquement	
7. basé.e sur l'observation		8. une réfutation	
9. évident.e		10. nourrir à la petite cuillère / mâcher le travail	
11. du vernis à ongles		12. polonais.e	
13. partager les torts			

G. Facts and myths

Can you think of any examples of misconception in science?

Describe the past or current misconception in one sentence, and then write a small paragraph explaining the mistake.

Example #1:

→ Spinach is said to contain a lot of iron.

→ The iron content of spinach was miscalculated by a German chemist when he misplaced a decimal point. While there are just 3.5 milligrams of iron in a hundred-gram serving of spinach, the accepted number became 35 milligrams because of his mistake.

Example #2:

→ People used to think the Earth is flat.

→ Even though Plato wrote about a spherical Earth in the early 4th century BC, the Earth was believed to be flat for a long time afterwards.
