

Activity Type

Reading, Grammar and Vocabulary Activity: error correction

Focus

Email cover letters

Aim

To identify and correct common grammar and spelling mistakes in a cover letter email.

Preparation

Make one copy of the worksheet for each student.

Level

Upper-intermediate (B2)

Time

20 minutes

Introduction

In this email cover letter activity, students identify and correct common grammar and spelling mistakes in a cover letter email. This activity provides practice in accuracy and a model for an email cover letter.

Procedure

First, ask the students if they check emails they have written in English for mistakes before sending them.

Then, briefly discuss the types of errors the students often make when they write in English.

Next, give each student a copy of the worksheet.

Working alone, students find and correct six grammar or spelling mistakes in each paragraph of the cover letter email.

Afterwards, elicit the answers from the class.

Students score one point for each identified and corrected mistake.

The student with the most points wins.

Answer key

Paragraph 1: to express, position, results-oriented, ~~for~~ at, I am confident, academic

Paragraph 2: I have cultivated, campaign, instance, gained a valuable, participation, honed

Paragraph 3: am particularly drawn, its, social, I ~~am~~ believe, abilities, asset

Paragraph 4: a quick, challenges, communication, ~~which~~ that, integrate, company's

Paragraph 5: attached, further, qualifications, to learn, skills, thank

Read the job cover letter email. There are six grammar or spelling mistakes in each paragraph. Underline the mistakes and correct them.

Subject: Application for Marketing Manager - Elena Rivera

Dear Clara Thorne,

I am writing to expressing my keen interest in the Marketing Manager positon advertised on jobs.com. As a highly motivated and results-orient final year student for the University of Melbourne majoring in Marketing, I confident that my skills and acadamic background align well with the requirements outlined in the job description.

Throughout my academic journey, I cultivated a strong foundation in marketing principles, campain management, and social media marketing. For instances, in my Marketing Management course, I gained a valuable experience in developing and executing a marketing campaign for a local non-profit organisation, which resulted in a 25% increase in website traffic and a 10% boost in donations. Additionally, my participate in the university's marketing club further honing my skills in teamwork, project management, and creative thinking.

I am particularly draw to Omnicom Group because of it's innovative approach to marketing and its commitment to socail responsibility. I am especially impressed by your recent campaign on self-driving cars. I am believe that my strong analytical skills, creative problem-solving abilites, and passion for building brand awareness would make me a valuable assit to your team.

I am an quick learner, adaptable to new challenge, and possess excellent communciation and interpersonal skills. I am confident which I can seamlessly intergrate into your team and contribute meaningfully to your companys success.

Please find attach my resume for your review, which futher details my qualifciations and achievements. I am eager learn more about this exciting opportunity and discuss how my skill and experience can benefit your team. Thanking you for your time and consideration.

Sincerely,

Elena Rivera