



Colegio Bicentenario España
Mrs. Patricia Embry Torres

Formative Test

Name: _____ Class: _____ score: _____ /25 pts

Unit 1: MY SKILLS AND ACHIEVEMENTS CONTRIBUTE TO THE SOCIETY ITSELF.

Class: 3rd A –B – C Secondary

OA 1 understand main information in oral and writing texts in context related to interests and concerns in order to recognize how other cultures approach these contexts.

OA3 Use your skills in English to understand and reproduce oral and writing texts in order to build a critical personal opinion in context related to their interest and concerns.

	<p>My dear students, here I invite to do the last work of this unit, now, you are going to do a practice work, it will be your test, where you have to put all your creativity. So, let me know you what you have to do.</p>
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In this work you have to 3 things, a Bussines Card, a Curriculum Vitae and an application letter, Look at the examples to do yours.

- The Bussines Card, the Curriculum Vitae and the application letter must be related, for example if my C.V is about a doctor, my Bussines Card is also about a doctor and obviously in my application letter you have to apply to a place like an hospital or a clinic or something related to health area.
- In the C.V you have to complete all the information related to education and invent a profession or ccupation and everything about that.
- The bussines card is a small document that you give people offering your services.
- The application letter is a document written to apply for a job that you like.
- These are just examples, you can follow these examples or others you like.

BUSSINES CARDS (5 pts)



CURRICULUM VITAE (10 pts)

Bob Brown
bbrown@gmail.com
555 W. Main St.
Chicago, IL 60000
001-312-312-3123



Citizenship: USA
Age: 39
Marital Status: Single

Objective Overview

TEFL Certified, college graduate seeking a teaching position in South Korea. Extensive experience teaching children and adults. Skills and experience teaching a foreign language and English.

Education and Certification

International TEFL Academy TEFL/TESOL Certificate <ul style="list-style-type: none">• 150 hours of course work• 30 hours of Teaching Young Learners and Business English• 20 hours of student teaching practicum	Chicago, IL, USA January 2010
Portland State University B.A. Psychology <ul style="list-style-type: none">• Study Abroad – Shanghai, China 2002	Portland, Oregon, USA May 2003

Related Work Experience

ESL Teacher Daley City College <ul style="list-style-type: none">• Taught English to Spanish speaking students aged 18 and up• Prepared classes using provided materials and personal teaching materials• Focused on improving students grammar, listening, writing and speaking skills• Created all course materials, including quizzes and reading samples	Chicago, IL 2006 - Present
ESL Teacher Languages Incorporated <ul style="list-style-type: none">• Taught English to Spanish speaking students aged 5-18• Utilized the Direct Method teaching model to improve students grammar, listening writing and speaking skills• Created quizzes and exams that were used by all teachers throughout the organization• Planned and taught between 3-8 classes daily	Chicago, IL 2004-2006

Additional Work Experience

Counselor Oregon AIDS Hotline <ul style="list-style-type: none">• Provided HIV/AIDS education and counseling for the general public for the State of Oregon• Answered queries regarding HIV transmission, risk reduction, HIV symptoms and Sexually Transmitted Diseases (STD)• Referred clients to testing centers, physicians, and support groups• Recorded and compiled confidential data received from client callers	Portland, OR 2002-2004
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APPLICATION LETTER (10 pts)

Job Application Letter

Newyork, 20 may 2011

Subject: Job Application

Dear,

Daily Mail Manager

450 W. 33rd Street, New York, NY 10001

New York

With Regards,

Herewith I send an application letter and curriculum vitae in response to your advertisement in the Daily Times, Sunday, 15 May 2011

I have had experience over the past five years as marketing manager of cosmetics and hair care products at. Surya Ayu Cosmetic, Washington. In that position I'm responsible for sales in the Washington area, San Antonio, Denver, Dallas.

I realize that your resume or curriculum vitae that I submit this can not explain my qualifications in depth. Therefore, I really hope there is a chance interview, which I can explain how the potential in me and my ministry will give will be a tremendous asset for PT's Daily Mail.

Sincerely,

White Sampurna

REMEMBER, ANY DOUBT YOU HAVE WRITE MY AN E-MAIL AND I ANSWER YOU HAPPILY.

pembry@cesp.cl

