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StartUp 6

Writing

Unit9 – Lesson5

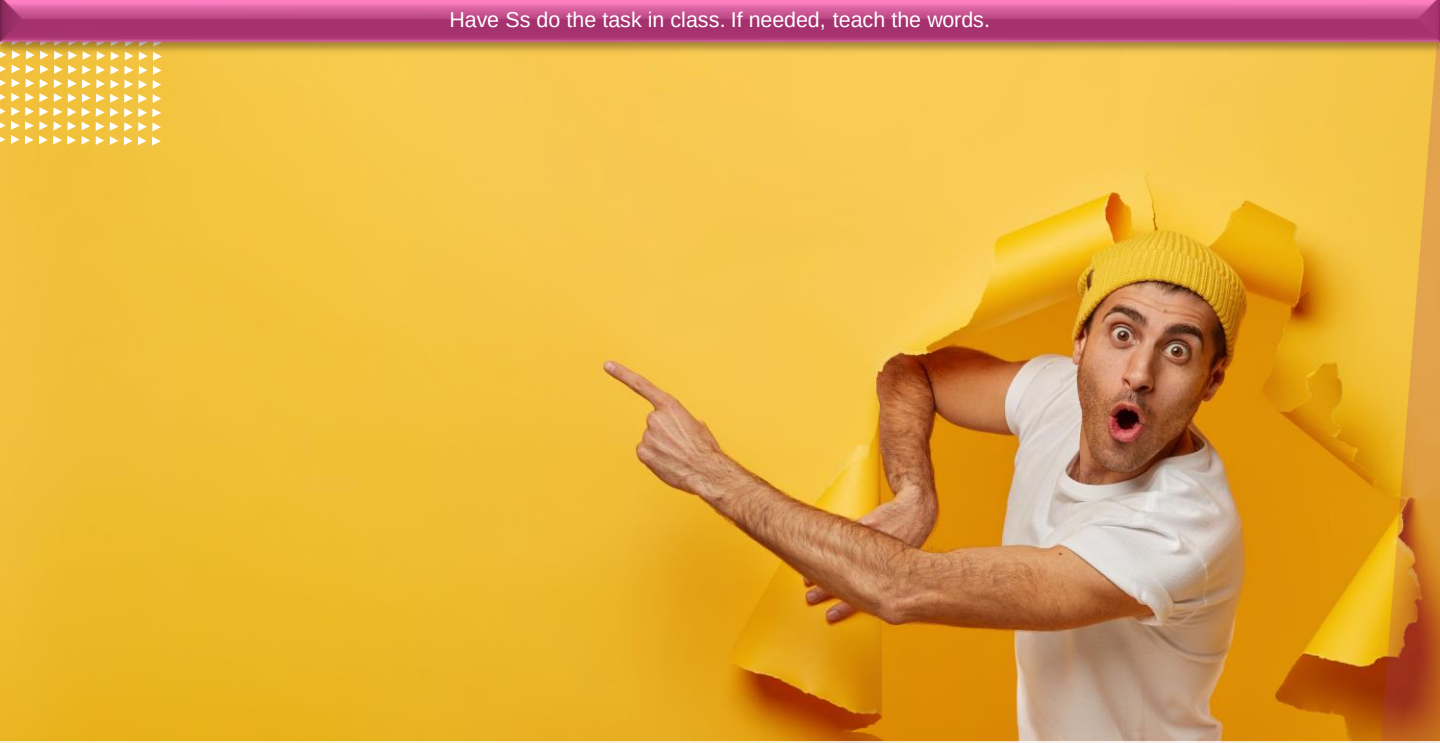
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WHAT DO PEOPLE USUALLY NEED LETTERS OF RECOMMENDATION FOR?

Have Ss read the task and answer the questions. Then elicit their answers in class.



Have Ss do the task in class. If needed, teach the words.



B Complete the sentences with the words in the box.

hesitate	dedicated	asset

1. If you notice a problem, don't _____ to call me. I want to know right away.
2. Frank's knowledge of food was a real _____ to us when we were planning our restaurant menu.
3. Sarah remained _____ to her charity work. She never missed a day all year.

Have Ss skim the text again and do the task. Then check the answers in class.

READ THE LETTER OF RECOMMENDATION.

WHY WAS IT WRITTEN?

Dear Director of Admissions:

It is my pleasure to recommend Hana Lee for the MBA program at the International University of Business. Hana has been a sales and marketing representative at TSW for three years, and she is a valuable member of my team.

One of Hana's best qualities is her ability to communicate with others. Last year, she ran a seminar at our local office to explain some of the new company rules and regulations. Her presentation was so good that it was filmed and used for training purposes at TSW offices around the world.

In addition, Hana has always been extremely dedicated to her work. Last month, we had a very short time to complete an extremely important project for our main sales and marketing office. Hana stayed late every day and put in extra hours during the weekend to make sure that the project was completed on time.

Furthermore, Hana demonstrates an exceptional ability to take on leadership roles. Two weeks ago, we needed someone to create a new marketing strategy for one of our most important clients. Hana volunteered to be in charge and put together a team of ten people. Because of Hana's hard work, the team finished the project on time, and it was a huge success.

In conclusion, I believe that Hana is an exceptional candidate for the MBA program at your university. I am certain that her talent, experience, and personality will help her to excel and make her an asset to the program.

If you would like any additional information about Hana, please don't hesitate to contact me.

Sincerely,

John Park
Human Resources Coordinator

Have Ss scan the text again and do the task. Then check the answers in class.



D Read the letter of recommendation again. Complete the chart.

Reason for the letter of recommendation

	Hana's strengths	Examples of these strengths
1		
2		
3		

Restatement of the reason for the letter of recommendation



2 FOCUS ON WRITING

Read the Writing Skill. Then reread the letter of recommendation. Underline the words and phrases that are used to add information.

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WRITING SKILL Use transition words and phrases to add information

Add information by using words and phrases such as *in addition*, *moreover*, *furthermore*, *also*, *besides*, and *what's more*.

3 PLAN YOUR WRITING

Dear Director of Admissions:

It is my pleasure to recommend Hana Lee for the MBA program at the International University of Business. Hana has been a sales and marketing representative at TSW for three years, and she is a valuable member of my team.

Imagine that you are writing a letter of recommendation for someone. Who are you writing it for? Why are you writing it? What are the person's strengths?

Teach the model to the Ss and ask them to personalize it in the public chat.

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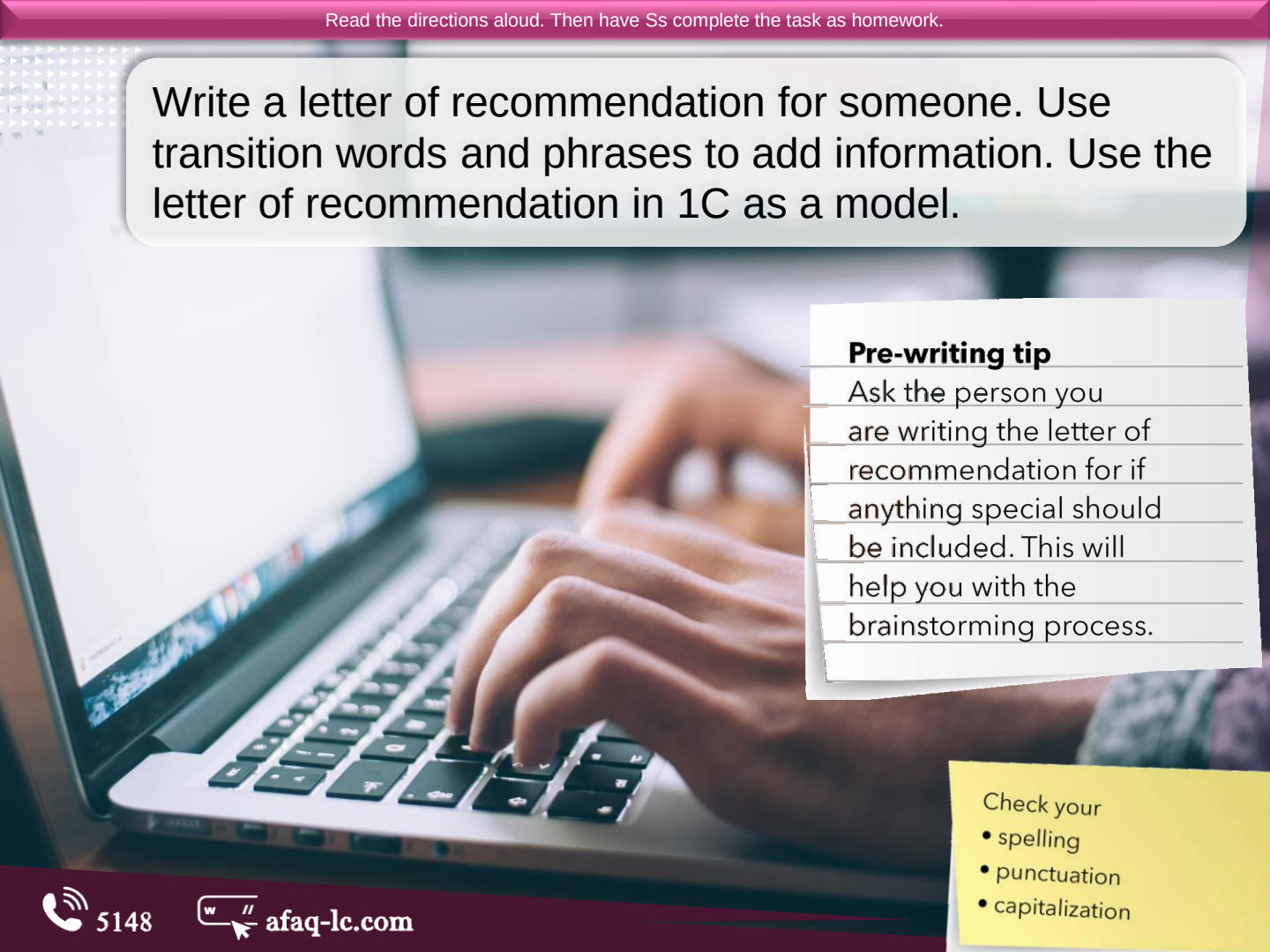
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TALK ABOUT THE PERSON YOU ARE RECOMMENDING AND WHAT YOU ARE RECOMMENDING THIS PERSON FOR. EXPLAIN THE PERSON'S STRENGTHS.

Create breakout rooms and have the Ss do the task.

Read the directions aloud. Then have Ss complete the task as homework.

Write a letter of recommendation for someone. Use transition words and phrases to add information. Use the letter of recommendation in 1C as a model.



Pre-writing tip

Ask the person you are writing the letter of recommendation for if anything special should be included. This will help you with the brainstorming process.

Check your
- spelling
- punctuation
- capitalization