

¡Buenos días Year 10! 😊

If you are not able to join today's Zoom lesson, please work through this PowerPoint when you can and copy up all relevant slide notes in your book. Instructions are clearly labelled on all following slides.

There is a writing task which I would like you to send me **before the end of this week** via email. See instructions on the final slide.

As always – any issues/questions, please email, I am always here to help 😊

sholmes@ttsonline.net

Context:
Theme 4:
Work

Learning Intentions

IMPORTANTE

READ THIS SLIDE
CAREFULLY SO YOU ARE
CLEAR WHAT IS THE
CONTENT OF THE LESSON

Last week:

- To learn how to form the imperfect tense in Spanish
- To apply the imperfect tense in translations to talk about work experience
- To use the preterite and imperfect tense together

Today....

1. *To learn vocabulary and structures that start and end a formal letter in Spanish*
2. *To apply Spanish vocabulary correctly in a CV letter*
3. *To create your own letter to apply for a job in Spanish*

- What we are going to lock away today:
Key vocabulary for Theme 4



Copy title/date
in your books:

Hoy es miércoles el veintisiete de enero

Solicitando un trabajo

Applying for a job



Starter:

Last lesson we learnt how to form the imperfect tense in Spanish to say what we used to do in the past for work experience:

Out loud, what do these sentences mean in English:

1. Trabaj**aba** todos los días en una oficina de turismo.
2. Limpi**aba** las mesas en el restaurante.
3. Hac**ía** las fotocopias.
4. Empez**aba** a las ocho por la mañana y terminaba a las cinco por la tarde.
5. **Era** muy gratificante pero difícil.
6. **Iba** en autobús y **lo encontré** soso.

Starter task:

Out loud, what do these sentences mean in English:

1. Trabajaba todos los días en una oficina de turismo
2. Limpiaba las mesas en el restaurante
3. Hacía las fotocopias
4. Empezaba a las ocho por la mañana y terminaba a las cinco por la tarde
5. Era muy gratificante pero difícil
6. Iba en autobús y lo encontré soso.



1. I used to work every day in a tourist office
2. I used to clean the tables in the restaurant
3. I used to make photocopies
4. I used to start at eight in the morning and I used to finish at five in the afternoon
5. It was very rewarding but difficult
6. I used to go by bus and I found it dull

Task 1:

Practice your speaking aloud and make up your own sentence using one answer from each box: Then write your own answer in your books using the examples below.

Trap Door

Hice mis prácticas laborales en
I did my work experience in

- una escuela
- una oficina
- un hotel

que estaba
that was

- En mi pueblo
- En el centro de la ciudad
- En mi barrio

In my neighborhood

Iba
I used to go

- a pie
- en coche
- en autobús

empezaba
I used to start

- a las nueve
- a las ocho
- a las siete y media

terminaba
I used to finish

- a las cinco
- a las seis
- a las seis y media

Tenía que
I had to

- Sacar fotocopias
- Mandar correos electrónicos
- Contestar llamadas telefónicas

Take photocopies
Send emails
Answer phone calls

Me encantó porque mis compañeros eran
I loved it because my colleagues were

- alegres
- Simpáticos
- educados

Happy
Nice
Polite

Task 2: Copy up in your book:

Muy Señor mío =
Muy Señora mía =

Dear Sir
Dear Madam

Le adjunto mi
curriculum vitae

I am attaching my CV

Quedo a la espera de
su respuesta

I look forward to
hearing back from you

En referencia a su anuncio

In reference to your advertisement

Starting and ending formal letters in Spanish...

Le escribo para solicitar el
puesto de....

I am writing to you to apply for the
job as....

Le agradezco su
amable atención

Thank you for your kind attention

Atentamente

Yours sincerely

Task 3: Put the red verbs in brackets below in either the **present, imperfect or the preterite** tense – decide which one to use in each sentence:

Muy señor mío:

1 (**ver**) su anuncio publicado en Internet y le escribo para solicitar el puesto de animador.

No 2 (**trabajar**) en un campamento de verano antes, pero 3 (**hacer**) prácticas en un polideportivo. Además, 4 (**cuidar**) a los niños de mis vecinos. Soy responsable y trabajador y hago muchos deportes.

Le adjunto mi currículum vitae. Domino el inglés y también 5 (**estudiar**) español.

= I am
fluent in

Le agradezco su amable atención y quedo a la espera de su respuesta.

Atentamente,

Daniel Fox

su anuncio
solicitar el
puesto de

your advert
to apply for
the post of

Remember:

Present: chop off the AR/ER/IR and add o

Preterite: chop off the AR and add é or chop off ER/IR and add í

Imperfect: chop off the AR and add **aba** or chop off ER/IR and add **ía**

NOTE: Watch out for irregulars.....

Task 3 answers:

Muy señor mío:

1 (**ver**) su anuncio publicado en Internet y le escribo para solicitar el puesto de animador.

No 2 (**trabajar**) en un campamento de verano antes, pero 3 (**hacer**) prácticas en un polideportivo. Además, 4 (**cuidar**) a los niños de mis vecinos. Soy responsable y trabajador y hago muchos deportes.

Le adjunto mi currículum vitae. Domino el inglés y también 5 (**estudiar**) español.

Le agradezco su amable atención y quedo a la espera de su respuesta.

Atentamente,

Daniel Fox

1. Vi = I saw

2. Trabajaba = I used to work OR Trabajé = I worked

3. Hice = I did

4. Cuidaba = I used to look after OR cuidé = I looked after

5. Estudio = I study

su anuncio
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Remember:

Present: chop off the AR/ER/IR and add o

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NOTE: Watch out for irregulars.....

Your task for the rest of the lesson is to write a letter applying for **any one job of your choice**.

Example ideas: **repcionista** = receptionist, **socorrista** = lifeguard, **canguro** = babysitter, **camarero/a** = waiter/waitress
animador/a = entertainer **dependiente** = shop assistant

Using the formal letter structures provided for you on the previous slides, I would like you to write a formal letter in **Spanish** mentioning the following:

- 1. Start your letter and say what job you are applying for**
- 2. Mention what work experience you have in the past (make it up!)**
- 3. Say what time of person you are and if you have any other skills (habilidades)**
- 4. Say when you would like to start the job and end the letter formally.**

Aim to write between 80-120 words.

If you want to write more than 120 words (easily done), that is absolutely fine but please try and stick to what you know. Do not use Google translate to translate full sentences...stick to the structures provided for you on the previous slides in this PowerPoint and the vocabulary on the next slides also.

Please send me your **written work via email** (typed up on Word or as a picture) by the end of this week.

If you need an extension, that is no problem at all, but please let me know.

sholmes@ttsonline.net

Muy Señor mío/ Muy Señora mía = Dear Sir/Dear Madam

Le escribo para solicitar el puesto de...= I am writing to you to apply for the job as...

El año pasado hice mis prácticas laborales en.. = Last year I did my work experience in...

Trabajaba = I used to work

Hacía = I used to do/make

Limpiaba = I used to clean

Jugaba = I used to play

Aprendía = I used to learn

Hablaba = I used to talk

Empezaba a las.. = I used to start at...o'clock

Terminaba a las... I used to finish at..o'clock

Tenía que + infinitive = I had to + infinitive

Mi jefe era ...= My boss was...

Mis compañeros eran..=My colleagues were...

Lo encontré... = I found it...

Diría que soy una persona... = I would say that I am aperson

Me llevo muy bien con la gente = I get on very well with people

Tengo muchas habilidades = I have many skills

Por ejemplo, puedo + infinitive = For example, I can + infinitive

Se me da bien= I am good at....

Tengo conocimiento de...= I have knowledge of...

Me gustaría empezar el trabajo en..=I would like to start the job in...

Voy a ser disponible trabajar ..= I am going to be able to work

Será = it will be

- **Me gustaría trabajar en ...**
I would like to work in...
- **Quisiera ganar experiencia en...**
I would like to gain experience in...
- **Creo que ... me dará...** *I think ... will give me...*
- **Pienso que ... me permitirá...** *I think.... will allow me to...*
- **Sería genial poder...** *It would be great to be able to*
- **Espero ser capaz de...** *I hope to be able to...*