**National 5**

**Using Language**

*Writing a job application*

Your writing is worth 20% of your overall mark and will be assessed in the final National 5 Reading & Writing examination. You have 1 hour 30 minutes to complete both parts, so you should give yourself 30 minutes to plan, write and proofread your piece of writing.

You will be given a scenario in English alongside a job advert in French. You need to address the advert and apply for the job by email. There are 6 bullet points that need to be covered in 120-150 words. The first four bullet points are always the same but the last two will change each year. This means that most of what you will write can be prepared in advance. You need to make sure that your piece of writing is well balanced; therefore you should allow yourself around 25 words for each bullet point.

**Introductions**

|  |  |
| --- | --- |
| Monsieur,  | Dear Sir, |
| Madame,  | Dear Madam, |
| Monsieur, Madame | Dear Sir/ Madam,  |
| Aux principaux concernés, | To whom it may concern,  |
| Je souhaite postuler au poste de… | I wish to apply for the post of… |
| J’ai le plaisir de poser ma candidature pour le poste annoncé de…/comme…  | I have pleasure in applying for the advertised position, as…  |
| Je souhaiterais/ J’aimerais poser ma candidature pour le poste de…  | I would like to apply for the position of…  |
| Suite à votre annonce, je me permets de poser ma candidature pour le poste de… | In response to your ad, I would like to submit my application for the position of…. |
| serveur/serveuse  | waiter/waitress |
| vendeur/vendeuse  | salesperson  |
| stagiaire  | intern/ trainee/ temp |

1. **Personal Details (Name, Age, Where you live)**

|  |  |
| --- | --- |
| Je voudrais bien me présenter.  | I would like to introduce myself.  |
| Je m’appelle \_\_\_\_\_\_, j’ai \_\_\_\_\_\_ ans et j’habite à Edimbourg en Ecosse | My name is \_\_\_\_\_\_\_\_, I’m \_\_\_\_\_ years old and I live in Edinburgh in Scotland.  |
| Je m’appelle \_\_\_\_\_\_, j’ai \_\_\_\_\_\_ ans et j’habite à Edimbourg depuis ma naissance. | My name is \_\_\_\_\_\_\_\_, I’m \_\_\_\_\_ years old and I have lived in Edinburgh since I was born. |
| Mon nom est \_\_\_\_\_\_ et j’aurai \_\_\_\_\_ ans le vingt-deux décembre. Je vis avec mes parents dans la grande ville d’Edimbourg - la capitale d’Ecosse. | My name is \_\_\_\_\_\_\_\_ and I will be \_\_\_\_ years old on the 22nd Dec. I live with my parents in the big town of Edinburgh - the capital of Scotland. |
| J'habite à \_\_\_\_\_\_, une petite ville qui se trouve dans le sud-ouest de l'Ecosse. | I live in \_\_\_\_\_\_\_\_, a small town found in the South-West of Scotland.  |
| J’habite à \_\_\_\_\_\_\_\_. J’y habite depuis \_\_\_ ans | I live in \_\_\_\_\_\_\_\_\_. I have lived there for \_\_\_ years.  |

1. **School/College/Education experience until now**

|  |  |
| --- | --- |
| Je suis à présent élève à \_\_\_\_\_\_\_\_\_, où je suis en seconde.  | I am currently a pupil at \_\_\_\_\_\_\_\_\_\_\_\_, where I am in 4th year.  |
| J’étais élève à \_\_\_\_\_\_\_ jusqu’au 30 juin. | I was a pupil at \_\_\_\_\_\_\_ until 30th June. |
| J’ai eu des bonnes notes dans mes classes, je suis particulièrement fort en sciences. | I’ve got good grades in my classes and I’m particularly strong in science.  |
| J’étais particulièrement fort en langues. | I was particularly strong in languages.  |
| J’apprends le français depuis cinq ans.  | I’ve been learning French for five years. |
| J’ai appris le français pendant cinq ans. | I have learned French for five years.  |
| Je m’intéresse beaucoup à \_\_\_\_\_ et donc j’ai décidé de l’étudier cette année.  | I am really interested in \_\_\_\_\_\_ so I decided to study it this year.  |
| J'ai choisi l'informatique car je pense que de nos jours, il est très important de savoir bien maîtriser la technologie. | I chose computing because I think that nowadays, it’s very important to know how to use technology.  |
| J'ai choisi les maths cette année car je trouve que c'est indispensable pour la vie de tous les jours. | I chose maths this year because I find that it is essential for everyday life.  |
| Je crois que c'est très important d'étudier une langue étrangère car on devient plus tolérant envers d'autres cultures. | I believe that it’s very important to study a foreign language because we become more tolerant towards other cultures.  |
| Le fait d'étudier une langue étrangère nous aide à mieux comprendre notre propre langue.  | Studying a foreign language helps us to better understand our own language.  |
| Une langue étrangère nous permet de communiquer avec les gens de différents pays. | A foreign language allows us to communicate with people from different countries.  |
| J'ai choisi le français car je veux étudier les langues à la faculté. | I chose French because I want to study languages at college.  |
| A mon avis les langues étrangères sont indispensables pour l'Union Européenne. | In my opinion, foreign languages are essential in the European Union.  |
| Quand je quitterai le lycée, je voudrais .... / j'ai l'intention de .... | When I leave school, I would like…/I plan to… |

**3. Skills/interests you have which make you right for the job**

|  |  |
| --- | --- |
| Je m’entends bien avec tout le monde.  | I get on well with everyone. |
| Je comprends le français quand on le parle, parce que j’ai passé beaucoup de temps chez une famille française.  | I understand spoken French, because I spent a lot of time with a French family. |
| Je m’intéresse beaucoup aux ordinateurs, et aux nouvelles technologies.  | I am interested a lot in computers and in new technologies.  |
| Pendant mon temps libre…  | During my free time… |
| Comme loisirs… | As leisure… |
| Quand j’ai du temps libre… | When I have some free time… |
| Je me passionne pour… | I’m passionate about… |
| Ma langue maternelle est \_\_\_\_\_\_, mais je sais aussi parler \_\_\_\_\_\_\_.  | My native language is \_\_\_\_\_\_ but I can also speak \_\_\_\_\_\_. |
| Mes qualités principales sont…  | My strengths are… |
| J’ai un intérêt tout particulier pour…  | I have a lively interest in… |
| Je suis indépendant(e) mais je travaille bien en équipe.  | I am independent but I work well in a team.  |
| Je suis plein(e) d’énergie et très généreux/ généreuse.  | I am full of energy and very generous.  |
| Je suis très organisé(e) et responsable. | I am very organised and responsible.  |
| Je suis intelligent(e) et vraiment déterminé(e).  | I am intelligent and really determined.  |
| Je peux travailler indépendamment car je travaille mieux seul(e) | I can work independently because I work better alone.  |

**4. Related work experience**

|  |  |
| --- | --- |
| J’ai déjà travaillé dans un grand supermarché pendant deux ans, donc je sais bien travailler avec les clients.  | I worked in a large supermarket for two years, so I know how to work well with customers.  |
| J’ai une bonne manière avec les clients, on m’a dit. | I’ve been told that I have a good way with customers.  |
| J’ai travaillé dans le bureau de mon oncle pendant trois mois cette année. | I worked in my uncle’s office for three months this year.  |
| Je sais bien travailler avec les autres et aussi me servir des téléphones et des ordinateurs, surtout des programmes Microsoft.  | I know how to work well with others and also how to use telephones and computers, especially Microsoft programmes.  |
| Mon lycée organise une semaine de stage professionnel pour tous les élèves de troisième.  | My school organises a work placement week for all 3rd year pupils.  |
| L’année dernière j’ai fait un stage…/ j’ai travaillé…  | Last year I did a placement…/ I worked…  |
| J’ai trouvé mon stage très utile car ça m’a donné confiance en moi et j’ai appris à travailler en équipe.  | I found my placement very useful because it gave me confidence in myself and I learned to work in a team.  |
| J’ai un petit boulot. Normalement je travaille trois fois par semaine. | I have a part-time job/ odd job/ casual job. Normally I work three times a week.  |
| Je n’ai pas un petit boulot mais pour gagner de l’argent, je dois aider chez moi. Par exemple, c’est ma responsabilité de laver les voitures et passer l’aspirateur le weekend.  | I don’t have a job but to earn money, I have to help out at home. For example, it’s my responsibility to wash the cars and hoover at the weekend.  |
| Pendant les grandes vacances, j’ai fait du babysitting. Je me suis bien entendu(e) avec les enfants.  | During the summer holidays, I did some babysitting. I got on well with the children.  |

**The last two bullet points**

The last two bullet points are unpredictable and will vary depending on the job being advertised. Some examples of what you could be asked include:

* When you will be available for interview and to work
* Your experience of working with the public
* Your strengths
* Your experience of travelling to other countries
* What you do in your free time
* What sports you are interested in
* Why you are interested in the job
* How you can contribute to the daily running of the business
* Reason for wanting to work in France

**Signing off the e-mail**

|  |  |
| --- | --- |
| Je suis disponible pour un entretien le \_\_\_\_\_\_\_\_\_\_ .  | I’m available for an interview on the \_\_\_\_\_\_\_\_\_\_ .  |
| Je pourrais être à Paris le premier juin pour un entretien si cela vous convient.  | I could be in Paris the 1st June for an interview if that suits you.  |
| Je peux fournir les recommandations si nécessaire. | I can supply references if required.  |
| Merci pour votre temps et considération.  | Thanks for your time and consideration.  |
| Veuillez agréer mes salutations distinguées,  | Yours faithfully, *(Recipient name unknown)* |
| Cordialement votre,  | Yours sincerely, *(recipient known)* |

**Sample question 1**

You are preparing an application for the job advertised below. You write an email **in French** to the company.

**Guide touristique**

13 rue Beudanton

75017 Paris

Guide touristique en France. Le/La candidat(e) devra avoir une bonne présentation. Vous serez responsable d’accueillir les touristes et d’accompagner les touristes pour les visites aux endroits populaires.

Vous devez parler le français et l’anglais, ce serait un avantage si vous parler espagnol aussi.

Pour plus de détails ou si ce poste vous intéresse contactez Mme Paillet à l’adresse suivante paristourisme@villeparis.fr

To help you to write your email, you have been given the following checklist of information to give about yourself and to ask about the job.

You must include all of these points:

• Personal details (name, age, where you live)

• School/college/education experience until now

• Skills/interests you have which make you right for the job

• Related work experience

• When you will be available for interview and to work

• Request information about the job

Use all of the above to help you write the e-mail in French. The e-mail should be approximately 120–150 words. You may use a French dictionary.

**Sample question 2**

You are preparing an application for the job advertised below. You write an email **in French** to the company.

**Café Georges** au centre de Bruxelles cherche serveur/serveuse.

Vous devez être motivé et dynamique et savoir parler le français et l’anglais.

Pour plus de détails ou si ce poste vous intéresse contactez Mme Georges à l’adresse suivante cafegeorges@fsnet.fr

To help you to write your email, you have been given the following checklist of information to give about yourself and to ask about the job.

You must include all of these points:

• Personal details (name, age, where you live)

• School/college/education experience until now

• Skills/interests you have which make you right for the job

• Related work experience

• When you will be available for interview and to work

• Your experience of working with the public

Use all of the above to help you write the e-mail in French. The e-mail should be approximately 120–150 words. You may use a French dictionary.

**Sample question 3**

You are preparing an application for the job advertised below. You write an email **in French** to the company.

Le grand magasin, “les Galeries Lafayette”, à Paris offre des stages en entreprise cet été.

Il nous faut de jeunes gens qui parlent l’anglais et le français au moins, qui sont prêts à travailler et qui savent servir nos clients.

Si vous vous intéressez pour cette offre d’emploi, veuillez communiquer par email avec vos coordonnées à: info@hausmann.galerieslafayette.com

To help you to write your email, you have been given the following checklist of information to give about yourself and to ask about the job.

You must include all of these points:

• Personal details (name, age, where you live)

• School/college/education experience until now

• Skills/interests you have which make you right for the job

• Related work experience

• Languages spoken

• Reason for wanting to work in France

Use all of the above to help you write the e-mail in French. The e-mail should be approximately 120–150 words. You may use a French dictionary.

**Sample question 4**

You are preparing an application for the job advertised below. You write an email **in French** to the company.

**Colonie de vacances - Ile d’Oléron**

Nous cherchons de jeunes gens enthousiastes et pleins d’énergie pour assister comme animateurs dans notre colonie cet été.

Vous devez parler français et anglais.

Pour ce travail, il faut savoir s’entendre bien avec les enfants!

Vous devez organiser des jeux, des activités sportives et de nombreuses autres activités pour un groupe de 7 enfants de 6 à 13 ans.

Contacter: info@ja-vacances.fr

To help you to write your email, you have been given the following checklist of information to give about yourself and to ask about the job.

You must include all of these points:

• Personal details (name, age, where you live)

• School/college/education experience until now

• Skills/interests you have which make you right for the job

• Related work experience

• Which games, sports and activities you could help organise

• Your experience of working with young people

Use all of the above to help you write the e-mail in French. The e-mail should be approximately 120–150 words. You may use a French dictionary.

**Sample question 5**

You are preparing an application for the job advertised below. You write an email **in French** to the company.

**Auberge de Jeunesse Jacques Brel**

Cherche du fin mai au fin août de jeunes enthousiastes et travailleurs pour venir nous assister dans notre réception.

Vous devez parler français et anglais.

Vous devez vous entendre bien avec nos clients, être prêt à travailler dur, et aussi de temps en temps assister dans la cuisine et avec le nettoyage.

Envoyer un e-mail: brusselsbrel@lesaubergesdejeunesse.be

To help you to write your email, you have been given the following checklist of information to give about yourself and to ask about the job.

You must include all of these points:

• Personal details (name, age, where you live)

• School/college/education experience until now

• Skills/interests you have which make you right for the job

• Related work experience

• How you can contribute to the day-to-day running of the hostel

• Your experience of travelling and visiting other countries

Use all of the above to help you write the e-mail in French. The e-mail should be approximately 120–150 words. You may use a French dictionary.

**Marking Scheme**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category**  | **Mark**  | **Content** | **Accuracy** | **Lanuage resource - variety, range structures** |
| Very good  | 20 | The job advert has been addressed in a full and balanced way. The candidate uses detailed language.The candidate addresses the advert completely and competently, i**ncluding information in response to both unpredictable bullet points.**A range of verbs/ verb forms, tenses and constructions is used.Overall this comes over as a competent, well thought-out and serious application for the job. | The candidate handles all aspects of grammar and spelling accurately, although the language may contain one or two minor errors.Where the candidate attempts to use language more appropriate to higher, a slightly higher number of inaccuracies need not detract from the overall very good impression. | The candidate is comfortable with the first person of the verb and generally uses a different verb in each sentence.Some modal verbs and infinitives may be used.There is good use of adjectives, adverbs and prepositional phrases and, where appropriate, word order. There may be a range of tenses.The candidateuses co-ordinating conjunctions and/or subordinate clauses where appropriate.The language of the e-mail flows well. |
| Good | 16 | The job advert has been addressed competently.There is less evidence of detailed language.The candidate uses a reasonable range of verbs/verb forms.Overall, the candidate has produced a genuine, reasonably accurate attempt at applying for the specificjob, even though he/she **may not address one of the unpredictable bullet points.** | The candidate handles a range of verbs fairly accurately.There are some errors in spelling, adjective endings and, where relevant, case endings. Use of accents is less secure, where appropriate.Where the candidate is attempting to use more complex vocabulary and structures, these may be less successful, although basic structures are used accurately.There may be one or two examples of inaccurate dictionary use, especially in the unpredictable bullet points. | There may be repetition of verbs.There may be examples of listing, in particular when referring to school/ college experience, without further amplification.There may be one or two examplesof a co-ordinating conjunction, but most sentences are simple sentences.The candidate keeps to more basic vocabulary, particularly in response to either or both unpredictable bullet points. |
| Satisfactory | 12 | The job advert has been addressed fairly competently.The candidate makes limited use of detailed language.The language is fairly repetitive and uses a limited range of verbs and fixed phrases, eg I like, I go, I play.The candidate copes fairly well with areas of personal details, education, skills, interests and work experiencebut does not deal fully with the two unpredictable bullet points **and indeed may not address either or both of the unpredictable bullet points.**On balance however the candidatehas produced a satisfactory job application in the specific language. | The verbs are generally correct, but may be repetitive.There are quite a few errors in other parts of speech — gender of nouns, cases, singular/ plural confusion, for instance.Prepositions may be missing, eg I go the town.Overall, there is more correct than incorrect. | The candidate copes with the first and third person of a few verbs, where appropriate.A limited range of verbs is used.Sentences are basic and mainly brief.There is minimal use of adjectives, probably mainly after is, eg Chemistry is interesting.The candidate has a weak knowledge of plurals.There may be several spelling errors, eg reversal of vowel combinations. |
| Unsatisfactory | 8 | The job advert has been addressed in an uneven manner and/or with insufficient use of detailed language.The language is repetitive, eg I like, I go, I play may feature several times.There may be little difference between Satisfactory and Unsatisfactory.**Either or both of the unpredictable bullet points may not have been addressed.**There may be one sentence which is not intelligible to a sympathetic native speaker. | Ability to form tenses is inconsistent.There are errors in many other parts of speech — gender of nouns, cases, singular/plural confusion, for instance.Several errors are serious, perhaps showing mother tongue interference.The detail in the unpredictable bullet points may be very weak.Overall, there is more incorrect than correct. | The candidate copes mainly only with the personal language required in bullet points 1 and 2.The verbs “is” and “study” may also be used correctly.Sentences are basic.An English word may appear in the writing.There may be an example of serious dictionary misuse. |
| Poor | 4 | The candidate has had considerable difficulty in addressing the job advert. There is little evidence of the use of detailed language.Three or four sentences may not be understood by a sympathetic native speaker.**Either or both of the unpredictable bullet points may not have been addressed.** | Many of the verbs are incorrect.There are many errors in other parts of speech — personal pronouns, gender of nouns, cases, singular/ plural confusion, prepositions, for instance.The language is probably inaccurate throughout the writing. | The candidate cannot cope with more than one or two basic verbs.The candidate displays almost no knowledge of the present tense of verbs.Verbs used more than once may be written differently on each occasion.Sentences are very short.The candidate has a very limited vocabulary.Several English words may appear in the writing.There are examples of serious dictionary misuse. |
| Very Poor | 0 | The candidate is unable to address the job advert.**The two unpredictable bullet points may not have been addressed.**Very little is intelligible to a sympathetic native speaker. | Virtually nothing is correct. | The candidate may only cope with the verbs to have and to be.Very few words are written correctly in the modern language.English words are used.There may be several examples of mother tongue interference.There may be several examples of serious dictionary misuse. |