

# 6 Get it write!

## Overview

Students identify and correct common grammar and spelling mistakes in a job application letter. This provides practice in accuracy but also provides a model for a job application letter in English.

## Preparation

One copy of the worksheet for each student.

## Procedure

- 1 Ask students if they always read over something they have written in English, e.g. an e-mail, letter, etc. before they send it. Have a brief class discussion about the types of errors students make when they write in English.
- 2 Divide the class into pairs and give each student a copy of the worksheet. Explain that students are going to find and correct three grammar mistakes and two spelling mistakes in each paragraph of the job application letter. Tell them the types of grammar mistakes to look out for, e.g. tenses, prepositions, single/plural forms, relative pronouns, verb forms, etc.
- 3 Students find and correct the mistakes. Monitor, helping as necessary.
- 4 Check the answers with the class.

## Answers

Paragraph 1: reply **to**, **which was** in today's  
(advertisement, Services)

Paragraph 2: graduated, **have** four years', companies  
(experience, **Great Britain**)

Paragraph 3: responsible **for**, Last year I **implemented**, for  
dealing (system, complaints)

Paragraph 4: would like **to**, interested, opportunity **to**  
(professional, opportunity)

Paragraph 5: your reference, to **come**, to **make**  
(enclose, necessary)