

UNTERRICHTS MATERIALIEN

Englisch Sek. II

The American Decline

Über wirtschaftliche und gesellschaftliche Probleme
der Vereinigten Staaten diskutieren

“Why should we hire you?”

Die verschiedenen Schritte des Bewerbungsprozesses erfolgreich meistern

The many faces of India

Aktuelle Materialien zu Geschichte, gesellschaftlicher Struktur,
Wirtschaft und Kultur des Landes

The “Western World” hit by terrorism

Eine Einheit zu Ursachen, Folgen und Bekämpfung von Terrorismus

Composing a cover letter

Along with your CV, the most important part of applying for a job is your letter of application, or cover letter. While the CV tells the facts about you, the cover letter lets you present yourself as a capable, interesting person who will do a good job.

Tips: writing a cover letter

A cover letter is usually **no longer than one full page**. The letter generally follows the format of a **business letter** (or sometimes a formal email).

What to include in your cover letter:

The template shows a vertical list of 10 numbered sections, each with a wavy line indicating the area for writing. The numbers are 1 through 10, with the last one being 10.

1: Your **contact details**: name, house number and street, city, postal code, phone number, email address

2: The **hiring manager's** first and last name, title, organisation, house number and street, postal code

3: The **date**

4: **Dear Mr/Mrs/Ms** + hiring manager's last name (if not known, simply "Dear Sir or Madam")

5: Specify the **job/position** you are interested in. You may add where you have found the advertisement.

6: Specify the **time period** when you are available.

7: Specify **your skills** relevant to the job (usually found in the job description) and **previous experiences** that might qualify you.

8: Suggest how you want to **stay in contact**.

9: Finish off with a **complimentary close** (e.g. "Yours faithfully").

10: Your **signature** and your **name** in print

Examining cover letters

- I. Below you will find a job advertisement for camp counsellors in a summer camp. Highlight the important information that an applicant should be aware of in order to decide whether he is suited for the job. State the requirements that applicants have to meet.

CAMP COUNSELLORS BEING HIRED FOR THE NEW SEASON!

Summer camp in America is one of the best ways of working and travelling abroad.

Camping season: June 15th to August 27th

Important: You must be available for the entire camping season.
You must be over 18 years of age when camp begins.
You must not have a criminal record.

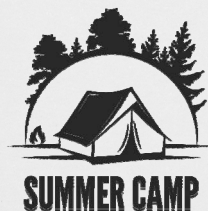
What does a counsellor do?

Summer Camp Counsellors live in the same cabins with their campers and accompany and supervise their group throughout their day's schedule. They organize games and all sorts of outdoor activities, including swimming, horseback riding, team sports, survival skills and much more. A really good Camp Counsellor will love working with children, have a variety of general skills, and will also have one or more specific skills they can share with their campers.

If this description fits you, apply to:

Margaret Whitney, Camp Personnel Manager

Margaret Whitney, Camp Personnel Manager
Lake Winnebasco Summer Camp
431 Coastal Road
Winnebasco, Wisconsin 53703
USA
WinnebascoCamp@wisc.com



2. Work with a partner. Read the two cover letters below. Imagine you were responsible for hiring the right applicant for the position of camp counsellor and answer the following questions.
- Which candidate makes a better impression on you? Explain why.
 - Which candidate would you rather not hire? Give at least three reasons.
 - How could the applicant you have turned down improve his or her letter? Give at least three examples.

Cover letter A

Susanna Kunstmann
Flurstraße 29
90750 Fürth
susi3485@gmx.net

Dear Sir or Madam,

I want to apply for the job of Camp Counsellor at Winnebasco Summer Camp. According to your web site, you are one of the biggest and best camps in the northern United States, offering exclusive activities like horseback riding. I think that camp counsellors at Winnebasco must have a lot of fun along with their hard work. I would also welcome the opportunity to spend some time in the United States as I have never yet been abroad. This would be an important experience in preparing me for my future career as a natural scientist. Presently, I am in year 11 at a German high school, and I hope to study biology and chemistry when I go to university at the end of year 12.

During school breaks I have sometimes been asked to monitor the younger pupils in the schoolyard, so I know how to make sure that they do not misbehave. Sometimes I agree with the teachers that parents today aren't teaching their children as much discipline as they used to. I feel sure I will be able to organize campers in group activities and games as well as make certain that they obey the rules and are quiet in the cabins after lights out at night. I also regularly babysat my neighbour's three- and five-year-old children, being responsible for reading to them and putting them to bed.

I would be available to work from the beginning of July. My training and skills in various sports as well as my experience as a babysitter will make me a competent counsellor, and I am sure I would enjoy being at Winnebasco. I hope to hear from you soon. Thank you for considering my application.

Yours faithfully,

Susanna Kunstmann

Writing an application

Now that you have written your first CV and learnt what makes a good cover letter, it is time to test your skills!

Tips on writing a good application

Ask yourself if your skills, the timeframe, and the requirements of the job are a good fit. Which of your skills will you want to stress as especially suitable to the work involved? What can you contribute to satisfying the needs of the company? Remember that your motive for applying will be different from their motivation for hiring you. Your letter should stress not what you hope to get out of the job; instead, it should stress what their motivations might be for choosing you for their team. Emphasize what you have to give, in other words, not what you want to get.

Writing an application

- I. Below you will find four job advertisements. Read through them carefully, decide on the job that interests you and prepare an application containing both your CV and a suitable cover letter.

Job Title: Babysitter needed for 1 child

Job Type: Part-time

Location: Bristol UK

We have eight-year-old twins who need to be picked up from their nearby school every day. Typical pick-up time is around 3:30. Other responsibilities include supervising homework and light housekeeping. Our hours vary but we'll most often be home between 6:30 and 7:30pm, so we would need you for 3–4 hours a day.

Interested? Send your application to
babysitter-wanted@e-mail.com

Job Reference No. 9140020

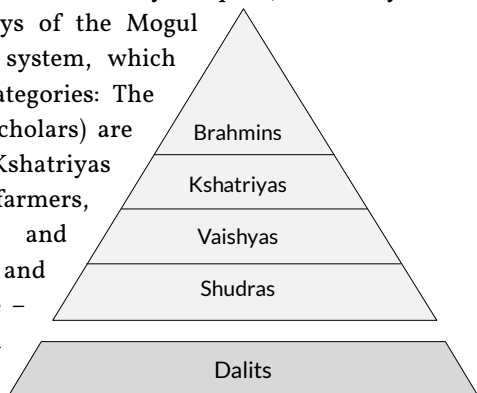
India's social structure

Part 1

Today, India is theoretically a democratic country of equals, but reality shows a different picture. From the days of the Mogul Empire, India inherited a caste system, which divides Hindus into four main categories: The

- 5 Brahmins (priests, teachers and scholars) are the highest group, followed by Kshatriyas (rulers and warriors), Vaishyas (farmers, merchants and professionals), and Shudras (artisans, labourers, and

- 10 servants). A large group of people – the untouchables ("Dalits" in today's language) – are outside the caste system and have



- traditionally held the most undesirable jobs, such as the cleaning of toilets and the disposal of garbage. Mahatma Gandhi called them Harijans ("Children of God") and spoke up for their emancipation. Independent India's constitution banned discrimination on the basis of caste and the untouchables are supposed to have equal rights, but they remain an oppressed group, especially in villages.

- 20 In the past, class division was strict and played an important role in society, especially in marriages which were seen as an alliance between families rather than the manifestation of a loving relationship between two individuals. Consequently, it was the parents who searched for a matching partner from the same (or a higher) caste as their child. In arranged marriages the bride's
- 25 family had to pay a dowry (money, goods, or both) to the husband's family. The enormous financial pressure placed on the bride's family often resulted in violence against the bride when her family refused or failed to pay additional dowry. The payment of a dowry' was made illegal in 1961, but in 2010, more than 8,000 young women, many of them new brides, were murdered in so-
- 30 called 'dowry deaths'. Although the practice of arranged marriages is still alive in tradition-conscious families or in rural areas, caste barriers are weaker and

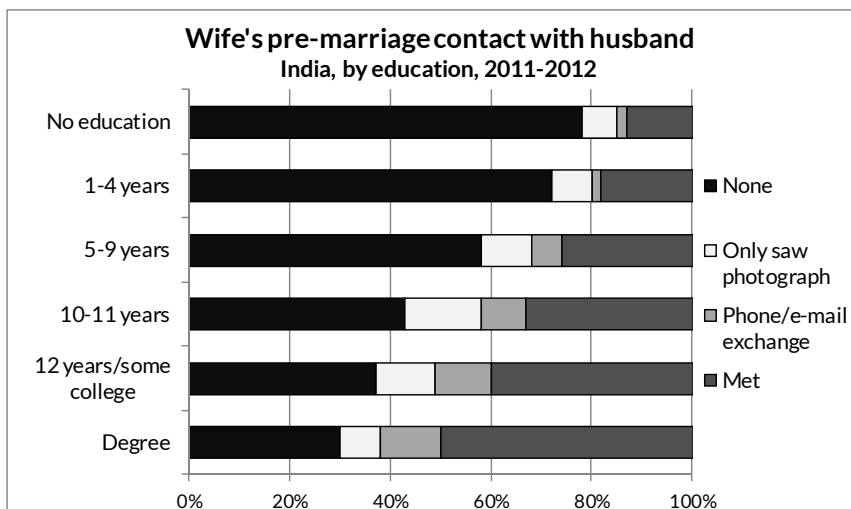
Worksheet: India's social structure

Working with the text

- I. Read the first part of the text. Find the passage which informs you that
 - a) the division of Hindu society has a long tradition.
 - b) people at the bottom of the social ladder had no other chance but to do menial work which nobody else wanted.
 - c) love was not considered important for two people marrying.
 - d) marrying off a daughter involved very high costs.
 - e) today, many young Indians try to find their own partner for marriage.

Working with the diagram

2. Describe the diagram and relate its message to part one of the text.



Source: India Human Development Survey

Comment

3. Write a comment expressing your opinion on arranged (not forced) marriages.



Language

4. Read part two of the text. Supply the missing forms of the word families in the table below.

Noun	Verb	Adjective
prosperity		
discrimination		
abuse		
		reliable
		emancipated
	continue	
succession		
	decide	
		desperate
		economical
	contribute	

5. Collect expressions connected with the word field of “crime”. Find words from the text and decide which column they belong to (either “crime” or “offence”). Complete the list with further words you can think of.

crime (using physical force)	offence (without physical force)
rape	discrimination

crime

Comment

6. Explain and comment on Prime Minister Modi's words:

“I want to ask every mother and father, you ask your daughters, ‘Where are you going, who are you going with?’ But do you ever ask your sons these questions? After all, those who rape are also someone's son.”

