

EXERCISES

I. Find what is wrong with the following letters. The letters are authentic (written by PhD students), the names and addresses are fictitious.

Think of: grammar

choice of words

style

capitalization

punctuation

Work in groups of three. Say what you would change and discuss it with the rest of the class and the teacher. Compare your new version with the version presented in the Key and comment also on the letter content, structure and layout (changes of this kind are not included in the Key). What information is missing?

Letter 1

Ing. Jiří Černý
Studentská 23
Plzeň 301 00
Czech Republic

11 September 2010

The University of Nottingham
Department of Electrical Engineering
Mrs. Rosemary Parkin
Maybank road 20
United Kingdom

Dear Mrs. Rosemary Parkin,

Application for fellowship at the department of Electrical Engineering

I decided to answer to Your advertisement published at university website. I studied electrical engineering at University of West Bohemia and I finished my diploma studies six years ago. Since that time I work as a test engineer in company BRUSH SEM. This company produces turbogenerators. Half a year ago I started with doctoral studies at the same university.

I would appreciate to gain an abroad experience at Your Department. I have enough practical experience with measurement of electrical and non-electrical values. I'm confident, that I will be helpful part of Your team.

In case that you find my application interesting, don't hesitate to contact me at my e-mail address. You can find my CV in appendix of this letter.
I'm looking forward to your reply.

(signature)

The following letter examples present only the body of the letter as mistakes in the addresses are repetitive.

Letter 2

Dear professor Adrian Smith,

My Erasmus study program at (name of institution) has finally been approved.

Let me briefly introduce myself, before we will have opportunity to meet and discuss my work at the Erasmus program. My name is and I'm studying the third year of the West Bohemia University in Pilsen at the department of Power Engineering and Ecology. The topic of my doctoral thesis is Model of Electricity Market in the Czech Republic. The aim of a part of my doctoral thesis is to create software for short-term prediction of consumption based on time series analysis. I'm creating this software in Matlab.

I would also like to mention projects whereon I participated at the department. Last semester I worked with my colleagues on a voltage stability project. My task was to carry out simulations of a selected part of power network in Simulink platform. Next project dealt with the distribution automation. Its aim was to find the optimal number of new elements in the power network to reduce the amount of undelivered electricity. My last task started in January this year. I received the grant to prepare workplace where students will measure the power factor correction.

I'm looking forward to some project on which I will cooperate with your university and I also hope that I can continue on my doctoral thesis at your university.

I hope that we will discuss all points in more detail when we will meet.

Letter 3

Dear Mr. Reis

We met last week at the conference in Italy ICM11. I was very interested in your offer of a work placement in Portugal.

I graduated University of West Bohemia in Pilsen in 2008. Afterwards I have continued in doctoral studies and have started working in COMTES FHT. This company focuses primarily on research of new materials and on research of heat treatment technologies. Education and abroad experience of employees are very important for this company.

The theme of my dissertation is In this area I would like to obtain as many pieces of useful information as possible and use it in my dissertation thesis. Please let me know when it would be possible to begin my work placement. It would be for a period of three months, as we agreed.

Letter 4

To whom it may concern,

I react to advertisement of your company in Trade fair of job opportunity at the West Bohemia University in Pilsen on 30th November 2009 and I would like to apply for a job in your company.

I graduated from the studium at the West Bohemia University in Pilsen at Faculty of Machine Engineering at material department in 2007. I'm in my 2nd year of doctoral study at the West

Bohemia University in Pilsen at the same department. At the same time I work at the Research centre of forming technology Fortech.

I would like to highlight my language knowledge of the German language obtained in a year work placement in Germany in the town Chemnitz and also language knowledge from the Russian and the English language. I can start work from 1st January 2010.

I would be happy to come to an interview where we can discuss my knowledge and experience. Please, call me on

II. Study the guidelines, letter examples and useful phrases for writing cover letters. Write two formal letters. Choose from the following options:

job application letter

academic cover letter

personal statement

grant application cover letter

letter requesting information

Make it an authentic letter that you can use in an authentic situation. Where possible provide the advertisement you are responding to.