

A hand holding a green pencil is positioned over a white sheet of paper. The paper is placed on a light-colored wooden surface. To the left of the paper, there are clusters of white and yellow flowers with green leaves. To the right, there are two pieces of soap, one yellow and one white, and some scattered flower petals. The overall scene is bright and clean.

TYPES OF FORMATS

- **FORMAT: the layout of business letter**
 - pp. 146 – 150

There are 5 letter formats:

- 1) full block
- 2) block
- 3) official
- 4) simplified
- 5) semi-block

Full-block letter format – p. 146

- All the elements are left aligned

Block letter format – p. 147

- All the elements are left aligned **EXCEPT:**
 - 1) **the date and**
 - 2) **the complimentary close, signature, name and title line.**

Official letter format – p. 148

- This format is used by some government agencies.
- **The inside address appears two to five lines below the signature block.**

▶ Simplified letter format – p. 149

- All the elements are left aligned **BUT:**
- subject line used instead of salutation
- no complimentary close
- name and title written in capital letters

Modified block (semi-block) letter format – p. 150

- The same as block format **EXCEPT**
- All beginning sentences of paragraphs are indented five to ten spaces.

UNIT 1

ON THE WAY TO WORK

Walk down memory lane

1. What do you remember most vividly about your education?
2. What was the most useful part of your education?
3. Is there anything you cannot learn at school?



▸ Explain the meaning of the following words:

- compulsory (adj.)
- secondary education
- postgraduate studies

Answer the following questions:

- Should education be compulsory?
- Does education help you find a better job and how?
- Do postgraduate studies guarantee a better job?
- Do people in Serbia continue their schooling after completing secondary education or search for work instead?
- What do you know about educational systems of different countries?

Undergraduate studies

- **A bachelor's degree** in a field of concentration known as a **major**—usually four years of study:
- **A Bachelor of Arts** (B.A.),
- **A Bachelor of Science** (B.Sc.),
- **Graduate studies** lead to a master's degree:
Master of Arts (MA),
- **Master of Science** (MS),

▸ **What about Serbia?**

▸ Levels of education

- **nursery** – jaslice
- **kindergarten** - obdanište
- **pre-school** - predškolsko
- **Primary education** – osnovno obrazovanje
- **Secondary education** – srednjoškolsko obrazovanje
- **Higher education** – visoko obrazovanje



Primary education

- **Primary education – 8 years:**
 - 4 years - organized through the classroom teaching
 - 4 years - through subject teaching

▸ Secondary education

Secondary education – 4 years:

- Grammar / High school - **gimnazija**
- Vocational – **stručna škola**
- Art schools – **umetnička škola**



Higher education:

- University (different faculties)

Degrees of studies

First degree :

- undergraduate academic studies – osnovne akademske studije
- undergraduate vocational studies – osnovne strukovne studije

Second degree:

- graduate academic studies – Master – master akademske studije
- specialist vocational studies – specijalističke strukovne studije
- specialist academic studies – specijalističke akademske studije

Doctoral academic studies - third degree – doktorske akademske studije

Reading, p. 120

FOCUS ON VOCABULARY

Read the text on page 120 and find synonyms for the following words:

- obligatory – **mandatory**
 - sign up for – **enroll**
 - look for – **seek**
 - jobless, out of work – **unemployed**
 - job opening – **vacancy**
 - work biography (2 words) – **CV (Curriculum Vitae) or resume**
 - applicant – **candidate**
 - moved to a higher position – **promoted (opposite: demoted)**
 - annually – **per annum**
- enrol (UK) / enroll (US)**
enrol IN / AT university/college
enrol IN / ON / FOR a course
be shortlisted – be chosen for the final round of interviews
commission – a payment directly related to the amount sold

Page 121 – exercise I

Page 121 – exercise I – key

- 1) pre-school / kindergarten
- 2) graduate from university
- 3) vocational school
- 4) recruitment agency
- 5) applicant

Page 121 – exercise II

Page 121 – exercise II – key

- obligatory – mandatory, compulsory
- appropriate – suitable
- look for – seek
- be fired – get the sack
- job opening/position – vacancy
- per year – per annum
- be present at – attend
- wealthy- well-off
- candidate – applicant
- benefit – perk

FOCUS ON VOCABULARY, page 121

FOCUS ON VOCABULARY, page 121 - key

1. graduates

2. pass

3. system

4. studying

5. higher

6. Minimum wage

7. workload

8. maternity leave

9. off

10. cubicles

Insert missing prepositions.

- The studies are divided into three degrees.
- Steve's going to graduate from college in June.
- If you want to apply for this position, contact our HR Manager.
- All candidates are required to submit their CVs.
- In Serbia, children start school at the age of 7.
- This position is advertised both in newspapers and on the Internet.

Match the halves to get collocations.



- | | |
|---------------------|----------------------------------|
| 1. seek h | a. sb a job |
| 2. apply e | b. the sack |
| 3. fill f | c. a high salary |
| 4. attend i | d. in your resignation |
| 5. offer a | e. for a job |
| 6. work j | f. in an application form |
| 7. receive c | g. up to sb's expectations |
| 8. live g | h. employment |
| 9. get b | i. a job interview |
| 10. hand d | j. your way up the career ladder |

VOCABULARY REVIEW

1. **What levels of education are there
and
what types of schools do we have?**

- I pre-school, kindergarten, nursery school
- II primary / elementary school, junior high
- III secondary school, high / grammar school,
secondary vocational school / vocational high
school
- IV university/ college / faculty / art academy etc.

2. What kinds of exams are there?

- entrance exam (admission test)
- test (quiz)
- mid-term exam
- final exam (written, oral)

3. What do we call teachers at different levels?

- at kindergarten, primary and high school: **teachers**
- at university: **teaching associates, teaching assistants, professors (assistant professors, associate professors, full professors)**

4. What are the levels of academic studies?

- *undergraduate*
- *graduate / Master studies*
- *doctoral / postgraduate studies*

5. What degrees and titles can you acquire after completing these levels of studies?

- *Bachelor of Arts / Sciences (Bachelor's Degree)*
- *Master of Arts / Sciences (Master's Degree)*
- *PhD= Doctor of Philosophy*

► 6. What do Americans call 9th graders, 10th graders, 11th graders and 12th graders in high school, that is 1st year, 2nd year, 3rd year and 4th year students at college or university?

- 9th grader // 1st year student = **freshman**
- 10th grader // 2nd year student = **sophomore**
- 11th grader // 3rd year student = **junior**
- 12th grader // 4th year student = **senior**

TASK:

Talk about your educational milestones.

Also use the following time markers:

at / by the age of

in/ by/ since ...

between... and...

from... to...

Include your future plans into the timeline.

e.g. By the age of 25, I'll have completed my undergraduate studies.



VOCABULARY EXTENSION



▪ **OBLIGATORY:**

- *mandatory*
- *compulsory*
- *required*
- *essential*

• **APPROPRIATE:**

- *suitable*
- *fitting*
- *applicable*

▪ **LOOK FOR:**

- *seek*
- *search*
- *check*
- *explore*

■ **JOB POSITION:**

- *vacancy*
- *job opening*
- *open position*

■ **BE FIRED:**

- *be let go/ be laid off*
- *be dismissed / be sacked*
- *be terminated*
- *be made redundant*
- *be given one's notice/ marching orders*
- *be given marching orders/ pink slip*
- *be sacked/ axed/booted/canned*
- *be given the sack/ an ax*

= get the sack



- **PER YEAR:**

- *per annum*

- *yearly*

- *annually*

- **WEALTHY:**

- *well-off*

- *affluent*

- *prosperous*

- *well-to-do*

- **BENEFIT:**

- *perk*

- *prospect*

- *opportunity*

- *advantage*

- *aid/ help*

- *asset/ gain*

****Check and find synonyms at:*

THESAURUS. COM

Most common collocations:

- *start/ finish/ complete/ enroll at / attend / drop out of/ graduate from* (a school)
- *enroll in* a program/ a course/ a subject
- *take / sit / pass / do well (badly) in / cheat in / fail / flunk* an exam
- *study / learn / memorize / revise / review*
- *defend* a thesis
- *mandatory / compulsory/ obligatory/ optional / alternative/ elective* subjects =
electives

Additional vocabulary:

- *classes, subjects, courses, lectures, practical classes*
- *grades, marks, percentages, points, straight As*
- *terms, semesters, exams periods, gap year*
- *dorms, campus, student cafeteria*
- *enrollment fee, tuition fees, scholarship*
- *literacy, literate, illiterate*
- *sick leave, paid leave, unpaid leave, maternity leave, paternity leave, sabbatical*

Business Letter Elements - Revision

<https://wordwall.net/resource/29542605/untitled4>

▶ FCE Formal Letter - Practice

- https://www.englishrevealed.co.uk/FCE/fce_writing_punctuation/fce_formal_letter.php