



الكلية : الآداب

القسم : الترجمة

المرحلة : الاولى

أستاذ المادة: م.م. فتن خليل ابراهيم

اسم المادة باللغة العربية : الاستيعاب الوجيز

اسم المادة باللغة الانجليزية : Selected Readings

اسم المحاضرة باللغة العربية: خطابات التقدّم للوظيفة

اسم المحاضرة باللغة الانجليزية: Letters of Application

## Chapter Eleven

### Letters of Application

#### Reading Passage: Letters of Application

Comprehension exercise, page (105, 106)

#### Building Vocabulary: Understanding Connecting Words

As you learned in chapter 4, connecting words signal the type of information that is coming next. We also use connecting words to show relationships between phrases or sentences. Each word has a specific purpose.

Purpose	Connecting Words	Example
Add new Information	Also And In addition to	In addition to my administrative duties, I was responsible for scheduling all of Ms. Jenkins' appointments.
Compare and contrast	But Yet however	A letter of application must communicate your ambition and enthusiasm. Yet, it must, at the same time, be modest.
Show a result	Therefore thus	I did everything I could to make Ms. Jenkins' heavy responsibilities easier. Thus, I am familiar with the duties of an executive assistant.

## Reading Skill : Notetaking

Taking notes on a reading helps you to remember and study the information. Good notes are always short and clear. They should help you to remember something without confusing you later. Follow these tips for taking good notes:

1. Write down only the most important ideas. Look for:
  - Bold, italicized, or underlined words.
  - Headings or subheadings.
  - Information that is repeated.
2. Don't write complete sentences.
3. Abbreviate words (president = pres, you are = u r) and use symbols (+, -, =, )
4. Use bulleted lists.

## Words to Remember

Nouns	Verbs	Adjectives
Advantage	Assure	Aggressive
Ambition	Contain	Aware
Approach	Deserve	Brief
Characteristic	Exaggerate	reasonable
Competition	Expand	
Enthusiasm	Grant	
Mass	Highlight	
Objective	Mention	
Principle	refer	