Reading Nº2

Tema: Carta de Recomendación

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| Objetive | Demostrar conocimiento y uso del inglés en contextos comunicativos, utilizando gramática y vocabulario apropiados para escribir textos formales con un propósito específico. |
| Name |  |

🧠 Purpose of the activity:  
With this activity, students will learn the structure and purpose of a letter of recommendation. They will apply this knowledge by interviewing a classmate and writing a recommendation letter for them. This task also helps students identify their own strengths and weaknesses, and reflect on their profile as future job applicants.

📍 Instructions:

1. Warm-up Discussion:

- What is a letter of recommendation?  
 - When is it used?  
 - Who writes it and for whom?

1. Read the Model Letter:

Read the example below and answer the questions:  
 - Who is writing the letter?  
 - What qualities are highlighted?  
 - What is the tone of the letter (formal/informal)?

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| Model Letter Example:  To whom it may concern,  I am writing to recommend Catalina Pérez, who has been my classmate for the past two years. She is a responsible, hard-working, and empathetic person. Catalina always completes her tasks on time, and she is an excellent team player. She showed great leadership during our school project on environmental awareness. I strongly believe she would be a valuable addition to any team.  Sincerely, Juan Torres |

1. Interview Your Partner:

Ask the following questions in English and take notes:

- What are your main strengths?  
 - What do you enjoy doing?  
 - Have you ever worked in a team? What was your role?  
 - What are your weaknesses or things you’d like to improve?  
 - Why do you think someone should recommend you?

1. Write the Recommendation Letter:

Use the interview information to write a letter of recommendation. Include:

- A formal greeting ("To whom it may concern")  
 - An introduction of your classmate  
 - 2 or 3 strengths or skills  
 - A specific example or situation  
 - A positive closing and your signature

1. Self-Reflection (optional):

Write a short paragraph about yourself as a future job applicant. What qualities do you have? What would you like to improve?

✅ Suggested Assessment Criteria:

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| --- | --- |
| Criteria | Expected Level |
| Use of formal vocabulary | Appropriate and varied |
| Text organization | Clear and coherent |
| Content | Relevant and complete |
| Grammar and spelling | Accurate |
| Self-reflection (optional) | Clear and honest |

# Pauta de Evaluación – Carta de Recomendación

Nombre estudiante: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Criterios de Evaluación

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| --- | --- | --- | --- |
| Criterio | Logrado (3 pts) | Medianamente logrado (2 pts) | No logrado (1 pt) |
| Uso de vocabulario formal y adecuado. |  |  |  |
| Organización y coherencia del texto. |  |  |  |
| Contenido relevante y alineado con el propósito de la carta. |  |  |  |
| Uso correcto de gramática y ortografía. |  |  |  |
| Incluye ejemplo concreto y fortalezas del recomendado. |  |  |  |
| Reflexión personal clara y honesta (si corresponde). |  |  |  |

Puntaje total: \_\_\_\_\_\_ / 18 puntos

Observaciones:

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