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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