

# LESSON 3

## GETTING AHEAD IN YOUR CAREER

### ● KEY POINT LETTERS OF RECOMMENDATION

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Consider the following:

What kind of documents do you use when applying for a job?

Do you use letters of recommendation in your country?

Have you been approached by a headhunter?

Have you ever written a letter of recommendation?

**DEFINITION:**

**The bottom line: (Expression): The final result.**

Communication is very important in fast developing companies. Letters of recommendation are often used for people looking for jobs. The bottom line is that these letters are needed for reference and are used regularly. Read what Jack Smith says about John Jones.



**Time 60 Minutes**

**Vocabulary: Career Vocabulary**

**Key Points Letters of recommendation**

**Grammar Present Perfect Vs Past Simple**

**Objectives: To learning about letters of recommendation.**

**Review Previous chapter.**

### ● VOCABULARY AND EXPRESSION BUILDERS

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**Resounding success:** To produce great results.

The new employee was a resounding success.

**Fast developing:** The sector was growing quickly.

The sector is fast developing.

**Augur:** To make a prediction about the future.

His talents augur well for his future.

**Former employee:** Used to work at the company.

He is a former employee of the company.

**Bottom Line:** The final result.

The bottom line is that we need results.

**Yours sincerely:** A formal closing of a letter.

Yours sincerely,

John Smith

**Launch:** To begin the project is to launch it.

They launched the project.

**In the meantime:** The period between.

He will begin his MBA in September and work in the meantime.

**Turned out:** The result.

The new employee turned out alright.

**Customized:** To prepare something according to exact needs.

They customized the software for the company.

**To whom it may concern:** Formal introduction for a letter.

To whom it may concern.

Please accept the following letter as a recommendation for John Smith.

**Skills:** Special capabilities that are useful.

He has a lot of skills that are helpful in his work.

## SENTENCE BUILDERS

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Read each sentence out loud several times.

1. The former employee launched a new project.
2. The fast-developing sector requires someone who looks at the bottom line.
3. The new employee has been a great asset to our marketing team.
4. His talents augur well for his future.
5. In the meantime, the customized project turned out to be great.

## COMPREHENSION BUILDERS

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### A Letter of Recommendation

**Jack Smith**  
**GHS Systems**  
**Country Development Director**  
**36 Rue de la Boétie**  
**Paris 75008**  
**France**

### Reference: Recommendation

To whom it may concern,

I am writing a letter of recommendation regarding one of our former employees, John Jones, who has worked for our software company since 2001.

GHS systems is the largest European supplier of customized software solutions. Mr. Jones has worked with us for the last five years with our marketing department. When he started in 2002, he was part of a group that was responsible for the launch of a new marketing plan that has turned out to be a resounding success. He has had innovative ideas and he has a vision which he is able to realize. He is a real bottom line type of person and he has great vision when managing teams.

Mr. Jones has been a great asset to our group and he seems to be developing his leadership skills whereby his team members want to follow him. Unfortunately, John is returning to the United States so he has to leave GHS systems. His talents augur well for his future. We wish him all the best.

I will be unavailable for the month of July. However, in the meantime if you need to contact me do not hesitate to call my office.

Yours sincerely,  
Jack Smith



## QUESTIONS

- 1) Jack Smith is writing a letter for John Jones because he is \_\_\_\_\_.
  - a. a resounding success at the company
  - b. getting a promotion
  - c. leaving the company to go to the USA
- 2) Mr. Jones worked in the \_\_\_\_\_ department.
  - a. marketing
  - b. IT department
  - c. finance
- 3) This letter is a \_\_\_\_\_.
  - a. letter of recommendation
  - b. cover letter
  - c. CV
- 4) John Jones' team members want to follow him because \_\_\_\_\_.
  - a. he has worked with the company for five years
  - b. he has great leadership skills
  - c. he is a bottom line type person

## TECHNIQUE BUILDERS (Using modals may should ought to and might).

### Function

The present perfect is used with for, since, already, so far, yet, recently and with expressions of activity in the past that do not indicate the time it happened.

The past simple is used to express an action in the past when the exact time is indicated or there is a notion of time.

### Compare

I have lived in Australia.

I lived in Australia from 2000 to 2005.

I have visited London.

I went to Tokyo in 2005.

### Structure of the present perfect.

Subject + have/has + past participle

I have seen the movie.

I have not gone to the bank yet.

Have you seen the report?

Irregular verbs

Watch out for irregular verbs

### Examples

You have worked in the industry for ten years.

You ate with his friends last night.

I have been to the bank.

I did my MBA at Harvard in 2005.

## EXERCISES

Complete with following using the present perfect or past simple.

1. He (to send) \_\_\_\_\_ a cover letter last week.
2. In his last job he (to be) \_\_\_\_\_ a resounding success.
3. He (to launch) \_\_\_\_\_ several projects since his arrival.

## EXERCISES

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5. She applied for the job so she (to customize) \_\_\_\_\_ her cover letter.
  6. He (to sign) \_\_\_\_\_ ten new contracts since his arrival.
  7. The bottom line is that he (to work) \_\_\_\_\_ for us for ten years.
  8. The news sales team (to work) \_\_\_\_\_ well so far.
  9. The new employees (to be) \_\_\_\_\_ at the training last week.
  10. He (to turn out) \_\_\_\_\_ to be a great team player.
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