

## **НАВЧАННЯ НАПИСАННЯ МОТИВАЦІЙНИХ ЛИСТІВ СТУДЕНТІВ НЕМОВНИХ ВИЩИХ НАВЧАЛЬНИХ ЗАКЛАДІВ**

*У статті розглядається комплекс вправ для навчання написання мотиваційних листів. Вправи включають завдання на ознайомлення зі стандартами текстів зазначеного жанру та вправляння у їх написанні.*

*Ключові слова: писемне спілкування, мотиваційні листи, стандарти написання.*

Визнання України у Європі як незалежної держави, її вхід у єдиний європейський освітній простір потребує перегляду політики навчання іншомовної писемної комунікації, а саме підготовки фахівців до участі у міжнародних програмах та отримання різних кваліфікаційних рівнів у провідних університетах за кордоном.

Навчання писемного спілкування студентів немовних вищих навчальних закладів передбачає вміння (Програма 2005 р.):

- писати зрозумілі, деталізовані тексти різного спрямування, пов'язані з особистою та професійною сферами;
- готувати та продукувати ділову та професійну кореспонденцію та ін.

Отже, з огляду на вимоги чинної Програми та можливості участі студентів у програмах «Навчання, стажування, підвищення кваліфікації студентів, аспірантів, науково-педагогічних та педагогічних працівників за кордоном», ми розглянули найбільш поширені сфери писемного спілкування та жанри, які в них функціонують, і які використовуються учасниками зазначених програм найчастіше. Найбільш актуальним сьогодні є жанр мотиваційного

листа. Мотиваційні листи супроводжують апікаційні форми та пояснюють причини, з яких дописувач вирішив отримати місце для продовження навчання.

Проаналізувавши існуючі системи вправ для навчання офіційної писемної комунікації [1;3;4;5;6;7;8;9;10], було створено комплекс вправ, який дозволить навчати написання мотиваційних листів в аудиторії або запропонувати завдання для самостійної роботи.

Перша вправа

## **Writing Letters of Motivation**

### **Task 1**

Read the rubric and the hint given bellow and discuss the questions which follow:

An open position for a PhD-study in corporate finance has been advertised on [www.xxx.org](http://www.xxx.org) web site. Applicants are asked to send in their CV, accompanied by a letter stating why they are interested in the position. You feel you are capable of doing the course and you are ready for a new challenge.

Write a letter of motivation, saying why you feel you should be considered for the position.

### ***Hint***

Letters of Motivation show that you have thought carefully about your decision, know what you are getting into and have the confidence to go through with it.

If you are writing a Letter of Motivation you should:

- mention that you are keen on the idea of progressing;
- express your concerns about the course;
- mention your standardized test scores in your letter only if they are not mentioned elsewhere;
- express confidence in your own abilities.

- 1) Who are the target readers?
- 2) How formal does your writing need to be?
- 3) How many paragraphs would you write?

- 4) What kind of information do you think your target readers would like to be given? Should you include every detail about your experience? Why (not)?

## **Task 2**

Read the model and answer the questions that follow.

Dear Dr. Doktor Walter

My name is Vladimir Moroshkovskiy. In 2003 I graduated from Finance University. By now I have had more than 9 years of full-time professional experience, most of it in financial management and corporate finance. Currently I am employed as a Senior systems' analyst.

On this stage of my professional career I have made my decision to obtain a world-class postgraduate education. I believe this will provide me with the necessary background to adapt and modify theoretical constructs in order to meet my company's needs. That is why I am seeking for a PhD-study position in the sphere of corporate finance.

As I have learned from [www.xxx.org](http://www.xxx.org) web site you have an open position for a PhD-study in corporate finance, I am particularly interested in getting this position because it directly relates to my research interests.

Please consider my experiences:

In 1997 I finished secondary school with Honors.

In 2003 I graduated with Honors from Finance University. I received a Master's degree in Finance with GPA 4.79.

My Master's thesis "Financial risks and the ways of alleviating them" is based on the work performed for "Sakha Oil and Gas" company. The thesis covers many theoretical and practical aspects of risk management and corporate restructuring. In particular, it includes analysis of bankruptcy legislation.

In 2007-2010 I took several courses on Finance Modeling and International Accounting.

In December 2010 I successfully passed DipIFR exam (ACCA F7 "Financial reporting"), that only 40% of candidates did that year.

Overall efficiency of my work and strategic mentality proved by practice. Two facts of my life: working for Diasoft ([www.diasoft.com](http://www.diasoft.com)), one of the leading financial software solutions provider in Russia, during a 2-year period I implemented an ERP module for project accounting. This included methodology, prototyping, testing and documenting.

In 2007 I participated in team work with Tablogix LLC ([www.tablogix.ru](http://www.tablogix.ru)), resulting in successful capital formation.

Therefore, I would be very interested to continue my research in your group. I believe that my experience and range of skills in the field of Finance and Economics would make a valuable contribution to our work and I hope to have the opportunity to prove it.

#### Personal Profile

I am 32 years old, single. In my spare time I enjoy bicycling, skiing and paragliding. I can characterize myself as an ambitious, sociable, easy-learning person. I am ready to work hard to achieve the team's goals. It is very interesting for me to learn new techniques and widen my practical horizons.

Please find attached my Curriculum Vitae for your consideration.

Letters of recommendation can be obtained on request from my supervisor of studies Dr. Seregin and my project director Dr. Turov as well as from Dr. Sidorov, who has known me for many years.

In case of any questions or need to clarify the above information, please feel free to contact me via e-mail [vchko@gmail.com](mailto:vchko@gmail.com) or skype callto: mvv-1943 or mobile phone +7-925-033-4545. I will be available for interview at your earliest possible convenience. I hope that our cooperation will be successful.

Looking forward to your response

Yours sincerely

Vladimir Morochkovskiy

- 1) Does the letter cover all the points in the task?
- 2) How would you describe the register?

- 3) Underline the information which you think might be not necessary? Can you explain your choice?
- 4) Is there any information which you think could have been added?

### **Task 3**

You are looking for a place to attend Intensive English Language Courses. On <http://www.glyndwr.ac.uk/en/Ourcampusesandfacilities/SecondLanguageLearningCenter/> you have found the information you are interested in: *Intensive English Language Courses: From September-June, or from February-June. Students enjoy all the benefits of being full members of the student community on a vibrant campus. The entry points are: pre-intermediate (IELTS 4.0 or lower), intermediate (IELTS 4.5/5.0) and upper intermediate (5.0/5.5). Any equivalent qualifications or experience will be considered at admission. Participants usually undertake IELTS exams at the end of the course, and they are advised on this opportunity and prepared for the exams by the experienced and friendly staff.*

Write a letter of motivation using the following hint.

#### *Hint*

*Introduction: My name is.../ By now I have had more than ... of full-time professional experience/ Currently I am.../ On this stage of my professional career I have made my decision to obtain.../ I believe this will provide me with.../ That is why I am seeking for...*

*Paragraph 1 : As I have learned from... web site you have an open position for.../ I am particularly interested in getting this position because...*

*Paragraph 2: Please consider my following experiences...*

*Paragraph 3: Therefore, I would be very interested to continue my research/ I believe that my experience and range of skills in the field of ... would make a valuable contribution to our work and I hope to have the opportunity to prove it.*

*Paragraph 4: I can characterize myself as... /Please find attached my Curriculum Vitae for your consideration*

*Paragraph 5: Letters of recommendation can be obtained on request from my...*

*Conclusion: In case of any questions or need to clarify the above information, please feel free to contact me via.../ I will be available for interview at your earliest possible convenience*

#### **Task 4 .**

You are looking for a place to continue your studies and you have seen an advertisement for your dream place. The advertisement asks applicants to write a letter, stating why they are interested in the place and highlight the learnings they have received during some key points in their lives.

Таким чином, запропонований комплекс вправ може бути використаний для навчання студентів, магістрів, аспірантів та викладачів написання мотиваційних листів, що сприятиме знаходженню подальшого місця навчання та працевлаштування.

*Лит вин С.В.*

***Обучение написанию мотивационных писем студентом неязыкового высшего учебного заведения***

*В статье рассматривается комплекс упражнений для обучения написанию мотивационных писем. Упражнения включают задания на ознакомление со стандартами писем указанного жанра и тренировку в их написании.*

*Ключевые слова: письменное общение, мотивационные письма, стандарты написания.*

*Lytvyn S. V.*

***Teaching Students Writing Letters of Motivation at Technical Universities***

*The article deals with exercises for teaching writing Letters of Motivation. Exercises include tasks for familiarizing with standards of this genre and training in writing.*

*Keywords: written communication, Letters of Motivation, standards of writing.*

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