

Cr011 20.2

Structure of semester

- First half of semester: letter writing
 - Midterm written exam: writing a cover letter (Session 5)
 - Individual feedback session (Session 6)
 - Midterm oral exam: presenting a professional topic, 4-5 min (S9-10)
 - Final oral exam: presenting a professional topic, 8-10 min (S13-15)
 - S15: Extra (made-up) sessions of presentations about sports medicine:
 - 15.3 7:00 (S116, Komenskeho nam. 2)
 - 18.3 12:00 (A11/327)
 - 19.3 18:00 (A1/509)
 - 22.3 9:00 (S116, Komenskeho nam. 2)
- S1: 20.2
 - S2: 27.2
 - S3: 6.3
 - S4: 13.3
 - S5: 20.3
 - S6: 27.3
 - ~~S7: 3.4 (BSU)~~
 - ~~S8: 10.4 (BSU)~~
 - S9: 17.4
 - S10: 24.4
 - ~~S11: 1.5 (holiday)~~
 - ~~S12: 8.5 (holiday)~~
 - S13: 15.5
 - S14: 22.5

- **TASK 1** Below are phrases you can use in **motivation/cover letter** writing. Complete each gap with a suitable word.
- 1 I would cherish/appreciate/ ~~be willing to~~ welcome the opportunity to discuss further details of the **job position** with you personally. (end of letter)
- 2 I am writing **with reference to/ in response to** your job advertisement (job ad), which I saw/got ... (letter opening)
- 3 I am writing to **apply for** the position of as advertised in ... (letter opening)
- A **apply for** a job position/a scholarship/university admission...
- 4 I **look forward to (prep.)** (Ving/N) **hearing** from you/your feedback. (end of letter)
- 5 I **am** particularly **interested in** this job, as/because... (right after the opening)
- 6 You may contact me at any time at your **convenience**. (end of letter)
- **at your earliest convenience (as soon as possible)**
- 7 I **graduated** from Barcelona University last year with a bachelor's **degree in sports management/psychology**... (after the opening)
- 8 I am writing to apply to study in your master's program in sports studies, psychology, rehabilitation...
- 9 I am in my third/fourth year of the bachelor's study...

Letter sample 1

- Dear Mr. Lin, (salutation: the way you address a person)
- I am writing to **apply for** the part-time Medical Assistant position at Living Well Health Centre, **1 which I read on/which was announced on** medicaljobsusa.com/which I received from Mr. Lu . I am a **certified** AAMA Medical Assistant/football referee/coach/team manager, with 5+ years of **professional experience in 2 customer service/sports management/sports training/marketing** and general office administration. I have worked **at** a range of medical/sports facilities, **from (usu. something small)** private physician office settings/from a local football association **3 to (usu. something higher)** large state-run hospitals/to a large national/provincial association. **In my recent position as** the Medical and Services Assistant at the John Miller Smith Hospital in Denver/a part-time (an **intern**) football referee in Brno, **I was trained** in administering injections, recording EKG's, patient scheduling, medical coding (ICD9/10 and CPT) and phlebotomy/blood draws/game management/team building.

Letter sample 1

- I am **certified** in Basic Life Support (BLS)/ CPR with adult, child and infants, and 4 **am skillful in using** the MS Office Suite and Electronic Health Records (EHR) software. **Specific highlights of my career include (v.):**
- **Enhancing** patient/coach-player/team relations and reducing critical wait times
- **Developing cost-effective (money-saving)** administrative procedures
- **Training** staff members **in** patient interaction and communication

Letter sample 1

- I have a Bachelor of Health Sciences **from** America State University/MU/BSU, **5 in** Biology and minor **in** administration. **I am confident that** my **extensive** medical and administrative skills would be **6 useful/helpful/beneficial** to the Living Well Health Centre. I have **attached** a copy of my **resume/CV/curriculum vitae to** this email. If you need any further information, **7 you may contact/call/reach/text me at (102) 515-0987**/email address.
- Thank you for your time and consideration. I **look forward to** hearing from you/your reply.
- Sincerely/Sincerely yours/Respectully/Best regards/Regards,
- YOUR NAME

- Good Presentation VS Bad Presentation
- <https://www.youtube.com/watch?v=V8eLdbKXGzk>
- Don't's:
 - Don't read from your paper.
- Do's:
 - Keep your phone off.
 - Smile (more).
 - Be confident.
 - Eye contact with listeners.
 - Connect with the audience using your personal experience/anecdote.
 - Speak up/louder.
 - Use gestures (not too wild).
- I/we look forward to hearing it.
- To give **constructive** feedback
- A(an) **strong/impressive** presentation