Erasmus motivation letter

A. LEAD-IN

1. You have surely heard about the Erasmus Exchange Programme. But are you able to explain what it is? Work with a partner and note down what you know about Erasmus to answer these questions:

1 What is it?

2 What is its purpose?

3 When was it launched?

4 Who is the programme named after and what do the letters in the name stand for?

2. Universities ask students to write a motivation letter. Work with a different partner and brainstorm the following:

1 What is the purpose of an Erasmus motivation letter?

2 What information should the letter contain?

3. Watch a short extract from a video made by a successful candidate for multiple internships and exchange programmes Elina Bakunova. She is going to give you three tips on how to approach composing a motivation letter.

<https://www.youtube.com/watch?v=QXzrGbX3hvo> 0:47 – 3:18

What are the three tips? Compare with a partner.

4. Look at the tips for writing a successful motivation letter compiled by experienced exchanged students and complete them with the expressions in the box.

effectively concise research apply spelling structured

* Do RESEARCH. Gather as much information as possible in order to mention a few aspects which made you choose to APPLY for the exchange programme in that specific destination and university
* **Be brief and CONCISE** Remember that the person reading your cover letter will have to read yours as well as hundreds of others.
* **Make the letter correct in terms of grammar and SPELLING**
* **You need to communicate your ideas EFFECTIVELY**.
* **Make sure the letter is well STRUCTURED.**

**(Adapted from** <https://thevenetianrover.wordpress.com/2017/05/01/2937/>; <https://erasmusu.com/en/erasmus-blog/erasmus-tips/7-tips-for-writing-an-erasmus-cover-letter-274768>)

B. THE STRUCTURE OF THE LETTER

The following parts of an Erasmus motivation letter are mixed up.

1. Work with your partner and put them in the right order.
2. Match each part with its function (the list is below the letter).
3. Explain the meaning of the highlighted words.

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| I would be grateful if you could consider my application and give me a chance to participate in the Erasmus programme, which would contribute to my professional and personal development.  6) SHOWING GRATITUDE |

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| By means of this letter, I would like to apply for the Erasmus exchange student programme at the City University of London in spring 2020. 2) PURPOSE |

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| Thank you in advance for your consideration. 7) ENDING |

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| I believe that I can quickly adapt to a life in a different country because I am independent, open-minded and friendly. I have a good command of English, which would enable me to easily follow courses in English. I like to actively participate in seminar discussions and hope that by coming from Central Europe I could bring a different perspective on folk music.  5) OWN SKILLS AND QUALITIES |

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| Dear Erasmus committee, 1) SALUTATION |

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| Yours faithfully,  Veronika Nejedla 8) GREETING AND SIGNATURE |

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| My name is Veronika Nejedla and I am currently in my third semester studying for a Master’s degree in Special Needs Education at Masaryk University. I actively participate in the university life, being a member of the Academic Senate and a research group on autism spectrum disorders. In my studies, I am in particular interested in modern treatments designed to help people with autism improve their abilities and reduce their symptoms, which is what I am going to investigate in my Master’s thesis. 3) BIOGRAPHICAL INFO ABOUT THE WRITER |

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| I would like to study at the City University of London as it is known for a high-quality education and offers a range of specialized courses autism spectrum disorders, which are taught by renowned experts in the field. Therefore, I believe that a study stay there would be a unique opportunity for me to gain first-hand knowledge of the topic that I would like to pursue in my thesis research. I also hope to gain insight into various other aspects of the culture and history of the country. In addition, I would improve my spoken and written English, which would enhance my chances to find a good employment either in the Czech Republic or abroad.  4) MOTIVATION FOR THE CHOICE OF THE SCHOOL |

List of functions:

**Ending – use as a politeness formula**

**Biographical info about the writer**

**Purpose of the letter**

**Salutation**

**Motivation for the choice of the school**

**Showing gratitude**

**Own skills and qualities**

**Greeting and signature**

C. PRACTICE

1. Useful phrases – Fill in one word in each gap.

1 The Erasmus programme is an excellent OPPORTUNITY to meet various groups of young people, spend quality time with them and get to know their habits, attitudes and lifestyle.

2 I am IN particular interested in courses in French cultural studies.

3 I could get insight INTO a different culture.

4 One of the reasons that I enjoy new languages is that it ENABLES/ALLOWS me to seek contact with locals.

5 The university offers a broad selection of courses, which I am very interested IN.

6 I would be GRATEFUL/DELIGHTED if you could consider my request.

7 The programme would contribute to my professional DEVELOPMENT.

2. Choose one of the foreign universities where students from Masaryk University can go to for an Erasmus study stay. Imagine that you would like to get an Erasmus grant to study there. Write a motivation letter, using between 200-300 words.