

## Presentation: Applying for a scholarship / job

### 1 Read the letter and answer the questions.

1 What does the letter tell Mr Green?

2 How much is the scholarship worth?

3 What documents does Mr Green have to supply?

4 When will the interview take place?



Dear Mr Green,

We are pleased to inform you that you have been selected to apply for the Tom Blakely sports scholarship programme at Trent University. This year the scholarship is to the value of £4,000, with additional benefits that allow access to sporting facilities in and around the university.

As you know, this is a prestigious scholarship and the application process is therefore highly competitive. Only students that have been invited are allowed to apply.

In order to be successful, you are required to supply the following information by 22 February:

- the completed application form
- a covering letter
- a copy of an official identification document
- two character references from a current coach and a professor.

Once we have received all the information, you will be called for an interview early in March.

Please could you let us know as soon as possible if you are interested in applying for the scholarship? Could you also confirm your availability for an interview?

I look forward to meeting you in due course.

Yours sincerely,

*Jonathan March*

Mr J. March

Head of the Sports Department

TRENT UNIVERSITY

### Applying for a scholarship / job

When applying for a position, it is common to write a covering letter to accompany the application form. This is usually a summary of the key points that make you a good candidate for the position and is written in a formal style.

### Remember!

*Allow* is often used in the passive voice when talking about permission, but when talking about personal development you can use *will*.

*This scholarship will allow me to train more, which should help me to reach my full potential.*

## Practice: Applying for a scholarship / job

### Permission: *may, could, allow*

#### Talking about permission with regard to rules and regulations

Reading is / was allowed.

Smoking is / was not allowed.

#### Talking about general permission

I was allowed to / could watch TV every night when I was ten.

I wasn't allowed to / couldn't watch TV every night when I was ten.

#### Talking about one particular action that required permission

Julie was allowed to watch TV for an hour last night.

Julie wasn't allowed to / couldn't watch TV for an hour last night.

#### Asking for permission

Could I sit here? (Yes, you can. / No, you can't.)

#### Asking for permission in a formal situation

May I sit here? (Yes, you may. / No, you may not.)

### Typical errors

They will can use the pool until 8 pm. ✗

They will be allowed to use the pool until 8 pm. ✓

Smoking is not allowed to be done here. ✗

Smoking is not allowed here. ✓

When I was young I could to walk to school alone. ✗

When I was young I could walk to school alone. ✓

### 1 Circle the correct words.

The match couldn't be / may not be televised on national TV.

- The coach wasn't allowed / didn't allow to drive the bus.
- Could / Allow I go and watch the game tomorrow?
- Drugs are not allowed be / can't be used by the athletes.
- Can / May we go and visit the other players, sir?
- They weren't allowed / couldn't stay out late last night because the coach told them to go to bed early.

### 2 Complete the sentences with the correct form of the words in brackets.

I was allowed to play (allow + play) football in the park when I was younger.

- \_\_\_\_\_ (could I + start) training an hour later tomorrow?
- Running \_\_\_\_\_ (not allow) in the corridors.
- Excuse me, please. \_\_\_\_\_ (may I + join) you for dinner?
- We \_\_\_\_\_ (not allow + train) unless we had finished our homework.
- Eating snacks \_\_\_\_\_ (allow), but please throw away your rubbish.

### 3 Rewrite the sentences using different words but keeping the same meaning.

When I was young, I wasn't allowed to walk to the park on my own.

When I was young, I couldn't walk to the park on my own.

- Smoking inside the building is prohibited.  
Smoking inside the building \_\_\_\_\_.
- Could I borrow your pen, please?  
\_\_\_\_\_ your pen, please?
- The coach let Tom have a day off training yesterday.  
The coach \_\_\_\_\_ a day off training yesterday.

## Final Writing Task

### Applying for a scholarship / job

Write a covering letter to accompany your application for the scholarship on page 13, using the format of the letter to help you. Include information about the course you are currently studying, any competitions you have taken part in and a description of how the award could help you develop your potential.

- Include some use of the passive, the modals *may* / *could*, or the verb *allow*: *This scholarship will allow me to practise ...*