People’s Democratic Republic of Algeria

Ministry of Higher Education and scientific research

**University of L’Arbi Ben Mhidi -OEB-**

**Faculty:** institute of science and applied technics **Level**: L3

**Department**: Network and Telecommunications **Teacher:** Ms. Kechiche

**Module:** English5

**The correction of the first term exam**

**Exercice01:** what are the 4 differences between motivational letter and job application letter? Explain them.

1. Purpose (3pts)

Motivational Letter:

- Used for applications beyond just jobs, such as scholarships, university programs, internships, or volunteer positions.

- Focuses more on your personal motivation, passion, and future goals.

- Highlights why you want the opportunity and how it aligns with your long-term ambitions.

Job Application Letter (Cover Letter):

- Written specifically when applying for a job position.

- Focuses on relevant work experience, skills, and qualifications to show that you meet the job requirements.

- Emphasizes why you are the right fit for the job and how you can contribute to the company.

2. Content Focus (3pts)

Motivational Letter:

- Explains personal motivation and interest in the opportunity.

- May be more reflective or narrative, highlighting your passion for the field or personal

experiences that inspired you to apply.

- Less technical, with more emphasis on personal development goals.

Job Application Letter:

- Highlights work experience, skills, and achievements that match the job description.

- Uses examples from your career to demonstrate your suitability for the role.

- Focuses on how you will benefit the employer or organization.

3. Structure (3pts)

- Motivational Letter:

- More flexible and can be slightly informal (depending on the context).

- Usually 3-4 paragraphs discussing your passion, goals, and relevant experience.

- Job Application Letter:

- Follows a formal structure with a clear introduction, body (focused on qualifications), and

conclusion.

- Tailored closely to the job description with a focus on key skills the employer is seeking.

4. Length and Tone (3pts)

Motivational Letter:

- Slightly longer (around 300-400 words), with a tone that is both enthusiastic and personal.

- Can include future aspirations and how the opportunity will help you grow.

Job Application Letter:

- Concise and to the point (250-300 words), with a professional tone.

- Primarily focused on your career achievements and how you meet the job criteria.

**Exercice02:** what are the five Conflict Resolution Strategies? EXPLAIN two of them (6pts)

1. Communication:

- Effective communication is fundamental in resolving conflicts. Encourage open dialogue among team members to express concerns, share perspectives, and clarify misunderstandings.

- Advise individuals to voice their concerns respectfully, actively listen to others without interruptions, and seek clarification when necessary.

2. Collaboration:

- Collaboration involves working together to find solutions that benefit all parties involved. It focuses on finding common ground and reaching agreements through mutual understanding.

3. Mediation:

- Mediation involves a neutral third party (mediator) facilitating discussions between conflicting parties to guide them towards a resolution.

4. Compromise:

- Compromise involves finding a middle ground or alternative solution that accommodates the interests of all parties involved.

**Exercice03:** write a short paragraph about anything you want. (4pts)