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# English for Job Applications

## 1000014

### Unit 6: Follow-up Communication

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## Unit 6: Follow-up Communication

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- **Listening and Reading Activities:**  
Effective follow-up communication
- **Writing and Speaking Activities:**  
Tone and polite language



## Unit 6: Follow-up Communication

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### ● Listening and Reading Activities: Effective follow-up communication

#### Listening and Reading Goals:

- Recognize polite language and analyze follow-up emails and letters

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- **Recognizing Polite Language in Follow-Ups**  
by listening to follow-up messages and  
focus on how polite language is used to  
maintain professionalism.  
Pay close attention to elements such as  
clarity, gratitude, and professionalism.

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## Listening Exercise 1

### Recognizing Polite Language in Follow-Ups

#### Instructions:

*Listen to the follow-up messages and complete the exercises by identifying polite language, and appropriate expressions.*

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## Listening Exercise 1

Listen to the follow-up message and complete the blanks with appropriate polite expressions.

- I truly appreciate your time
- I hope you're doing well
- Please let me know if you need anything else
- Looking forward to your response
- Thank you for your consideration

Dear Mr. Lee,

(1) \_\_\_\_\_. I wanted to follow up on my recent interview for the marketing assistant position. (2) \_\_\_\_\_ and the chance to learn more about your team. If there are any further details needed from my side, (3) \_\_\_\_\_. (4) \_\_\_\_\_ and hope to hear from you soon.

Best regards,  
Anna Collins





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## Listening Exercise 1

Listen to the follow-up message and complete the blanks with appropriate polite expressions.

- I truly appreciate your time
- I hope you're doing well
- Please let me know if you need anything else
- Looking forward to your response
- Thank you for your consideration

Dear Mr. Lee,

### Answer Key

(1) I hope you're doing well. I wanted to follow up on my recent interview for the marketing assistant position. (2) I truly appreciate your time and the chance to learn more about your team. If there are any further details needed from my side, (3) Please let me know if you need anything else. (4) Looking forward to your response and hope to hear from you soon.

Best regards,  
Anna Collins



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## Listening Exercise 2

### Recognizing Polite Language in Follow-Ups

#### Instructions:

*Listen to the follow-up messages and complete the exercises by identifying polite language, and appropriate expressions.*

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## Listening Exercise 2 Item 1

"Good morning, Ms. Carter. I hope you're doing well. I'm following up on my application for the sales associate position. I truly appreciate the opportunity to apply and would love to know if there are any updates regarding the hiring process. Please let me know if there is any additional information I can provide. Thank you for your time, and I look forward to your response."

What is the purpose of this message?\_\_\_\_\_

Polite expressions used in this message:\_\_\_\_\_

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## Listening Exercise 2 Item 2

"Hello Mr. Johnson, I hope this message finds you well. I wanted to follow up on our meeting last Thursday regarding the project timeline. I appreciate the time you took to discuss the details, and I wanted to see if you had any updates. Please let me know if there is anything else I can provide. Looking forward to hearing from you. Have a great day!"

What is the purpose of this message?\_\_\_\_\_

Polite expressions used in this message:\_\_\_\_\_



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## Answer Key

### Item 1

**What is the purpose of this message?**

To follow up on a job application and inquire about any updates regarding the hiring process.

**Polite expressions used in this message:**

I hope you're doing well, I truly appreciate the opportunity to apply, Please let me know, Thank you for your time, I look forward to your response.

### Item 2

**What is the purpose of this message?**

To follow up on a meeting and inquire about any updates regarding the project timeline.

**Polite expressions used in this message:**

I hope this message finds you well, I appreciate the time you took, Please let me know, Looking forward to hearing from you, Have a great day!

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## Reading Exercise

### Recognizing Polite Language in Follow-Ups

#### Instructions:

*Read the follow-up message below carefully. Then, answer the questions that follow by analyzing how the message demonstrates clarity, gratitude, and professionalism.*

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## Reading Exercise

Dear Ms. Roberts,

I wanted to reach out and follow up on our meeting last Tuesday. I really appreciate the time you took to discuss the potential partnership, and I'm grateful for the insights you shared. Your feedback was very helpful in refining our approach. If there are any additional details I can provide or any next steps you'd like me to take, please let me know. I look forward to your response and hope we can continue the conversation.

Best regards,

Nathan Lewis

- How does the message show clarity? \_\_\_\_\_
- How does the message express gratitude? \_\_\_\_\_
- What makes the tone professional? \_\_\_\_\_





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## Answer Key

### How does the message show clarity?

The message clearly states its purpose, which is to follow up on a previous meeting. It specifies the topic discussed **“the potential partnership”** and asks about any additional details or next steps.

### How does the message express gratitude?

The sender thanks Ms. Roberts for her time and expresses appreciation for the insights she shared. Phrases like **"I really appreciate the time you took"** and **"I'm grateful for the insights you shared"** convey gratitude.

### What makes the tone professional?

The message uses polite and respectful language, avoids casual phrases, and maintains a formal structure. It includes professional expressions like **"I look forward to your response"** and **"please let me know if there are any additional details I can provide."**

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## Writing Exercise

Tone and polite language

### Instructions:

*Write a professional follow-up message using polite and formal language. Apply what you have learned about clarity, gratitude, and professionalism in follow-up communication.*

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## Writing Exercise

### Scenario:

*You recently had an interview for a teaching position at an international school. You want to follow up with the interviewer, Ms. Taylor, to express gratitude for the opportunity and inquire about any updates regarding the hiring process.*

### Your follow-up message should include:

- A polite greeting
- A clear reason for writing
- An expression of gratitude
- A professional tone
- A request for updates (if appropriate)
- A closing with a polite expression



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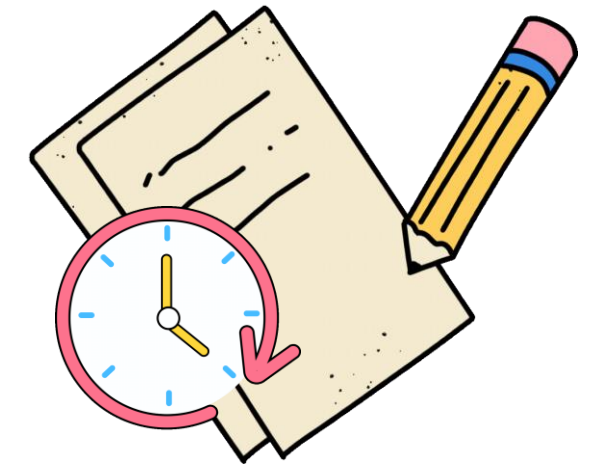
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## Writing Exercise

Subject: Follow-Up on Interview for Teaching Position

Dear Ms. Taylor,



\_\_\_\_\_. I wanted \_\_\_\_\_ for the teaching position at [School Name].  
\_\_\_\_\_ to speak with you and learn more about the school's teaching approach  
and values. \_\_\_\_\_ how my experience aligns with the position.

I wanted to check if there are any updates regarding the hiring process. \_\_\_\_\_ know  
if there is any additional information I can provide. I look forward to your response and  
\_\_\_\_\_.

Best regards,

[Your Name]

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## Answer Key

### Writing Exercise

Subject: Follow-Up on Interview for Teaching Position

Dear Ms. Taylor,

I hope you are doing well. I wanted to follow up on my recent interview for the teaching position at [School Name]. I sincerely appreciate the opportunity to speak with you and learn more about the school's teaching approach and values. It was a pleasure discussing how my experience aligns with the position.

I wanted to check if there are any updates regarding the hiring process. Please let me know if there is any additional information I can provide. I look forward to your response and appreciate your time and consideration.

Best regards,

[Your Name]

Adapted from Downes (2008) Cambridge English for Job-hunting (J.Day, Ed.) Cambridge University Press

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## Speaking Exercise

### Presenting a Follow-Up Message Orally

#### Instructions:

Practice speaking by presenting a follow-up message to a potential employer or colleague. The goal is to structure your response clearly and maintain a professional tone, focusing on politeness, clarity, and gratitude.



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## Step 1: Choose a Scenario

Imagine you are writing a follow-up message to someone you recently met or interviewed with. You could choose one of the following scenarios:

*Follow-up after a job interview*

*Follow-up after a meeting with a potential business partner*

*Follow-up after a networking event or conference*

## Step 2: Prepare Your Message

Using the scenario you've chosen, write down the key points you want to include in your follow-up message. Consider the following elements:

*Greeting: Start with a polite greeting.*

*Purpose: State the purpose of your message (e.g., following up after an interview).*

*Gratitude: Express appreciation for the opportunity to meet, interview, or connect.*

*Request for Next Steps: Politely ask for any updates or next steps.*

*Closing: Close with a polite statement.*

## Step 3: Present Your Follow-Up Message Orally

*Record yourself presenting the follow-up message you wrote.*

*Keep your presentation between 1-2 minutes.*

*Focus on speaking clearly, confidently, and using polite language.*

*Make sure your tone is professional and you maintain a polite, respectful tone throughout your presentation.*



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### Example of a Follow-Up Message Oral Presentation

**Scenario: Following up after a job interview for a teaching position.**

"Good afternoon Ms. Taylor, I hope you're doing well. I wanted to take a moment to thank you for the opportunity to interview for the teaching position at Prosperous School. I really appreciated our discussion and learning more about the school's approach to education. I would love to know if there have been any updates regarding the hiring process, and if there is any further information I can provide to assist with your decision. Thank you again for your time and consideration, and I look forward to hearing from you soon."



# Unit 6: Follow-up Communication



## Self-Assessment Rubric for STAR Method Speaking Practice

*Use this rubric to evaluate your speaking practice in follow-up communication. Focus on politeness, clarity, and gratitude in your oral presentation.*

*Perfect Score: 15 points*

Criteria	Excellent (3)	Good (2)	Needs Improvement (1)
Politeness	Demonstrates a highly professional, respectful tone, using polite phrases such as "I appreciate" and "Thank you for your time."	Mostly polite and respectful, but may lack some formalities or use less courteous language.	The tone is less polite or lacks appropriate expressions of gratitude and respect.
Clarity & Fluency	Speaks clearly and confidently with minimal hesitation, effectively delivering the message.	Speaks clearly, but may have slight hesitation or use filler words.	Frequent pauses or unclear speech, making the message difficult to understand.
Gratitude	Consistently expresses appreciation with appropriate gratitude throughout the message.	Shows some gratitude but may not be as prominent or detailed.	Lacks expressions of gratitude or appreciation in the message.
Relevance & Detail	Provides relevant, well-detailed information in a clear, focused manner.	Provides a relevant example but may include some irrelevant details or lack some depth.	Example lacks relevance or sufficient detail, making the response unclear or incomplete.
Structure	The message is well-structured clear with all key elements addressed.	The message follows the general structure, but some key details may be omitted or unclear.	The message lacks clear structure, missing key points or difficult to follow.





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