

# Finding a job

1 Read these adverts for jobs in the UK. Answer these questions.

- Who do you email for an application form at The Great Outdoors Ltd?  
*Dave Jones*...
- Do you need experience to be a receptionist at the Willow Hotel?
- How long is the contract for summer camp group leaders?
- What type of shop is Thompson and Noble?
- Do you need experience to be a summer camp group leader?
- Which company does Fran James work for?
- Do receptionists at the Willow Hotel always work from Monday to Friday?
- How many hours do sales managers at Thompson and Noble work a week?
- What is the email address of the Willow Hotel?

A

## Receptionist

We are looking for a friendly person to work in reception in our popular tourist hotel. Five days per week, including some evening and weekend work. Some experience\* needed.

For an application form\* email us at willowhotel@ive.co.uk or write to: The Willow Hotel, Reed St, Bourne-mouth, BH2 5RF



The Willow Hotel

Reading job adverts  
Writing a formal letter  
Review jobs; requests

## Sales Manager

Thompson and Noble is a large department store in the centre of Cambridge. We are looking for sales managers to work in our men's and women's clothes department. Some experience needed. 37-hour week, including some weekend work.

Contact Fran James at t&n@webmail.com for an application form, or write to: Thompson and Noble, 24-48 High Rd, Cambridge, CB1 4WD

## Group Leaders Wanted

The Great Outdoors Ltd are looking for group leaders to work at our children's summer camps in the UK. Four-month contract: June-Sept. If you love outdoor sports, have lots of energy and enjoy working with children, we would like to hear from you. No experience needed.

For an application form, email Dave Jones at dave.jones@odw.com or write to: The Great Outdoors Ltd, Dartmoor, Devon, EX22 6KH

\*experience = you did the same job in the past  
\*an application form = a form you fill in to get a job

2 Read about these people. Match them to the job adverts A-C.

name	Wayne Moody <input type="checkbox"/>	Beth Chambers <input type="checkbox"/>	Fergus Jackson <input type="checkbox"/>
address	47 Market St Brighton BN4 3SG	54 Robins St Newmarket CB8 3WS	34 Hill St Poole BN15 8JH
job	University student. Last year worked at The Highland Outdoor Centre in Scotland for three months.	Manager at One Stop, a clothes shop in Newmarket. Started two years ago.	Receptionist at Sea View Hotel, Poole. Started six months ago.
other information	Likes working with children, enjoys horse riding and climbing.	Loves fashion and women's clothes, can work weekends.	Loves working with tourists, can work evenings and weekends.

3 Read the letter. Are these sentences true or false?

- T Wayne Moody wrote the letter.
- He wants to be a summer camp group leader.
- He hasn't got any experience.
- He started university three years ago.
- He can ride a horse.
- He wants an application form.
- He wrote the letter in March.

### Help with Writing A formal letter

4 a) Notice how we write a formal letter. Match 1-5 to A-E on the letter.

- A your address (but not your name)
- B your full name
- C your signature
- D the date
- E the name and address of the person you are writing to

b) Notice how we begin and end a formal letter.

- If we **know** the person's name:
- we begin the letter with:  
*Dear Mr/Mrs/Ms + surname*
  - we end the letter with:  
*Yours sincerely*

- If we **don't know** the person's name:
- we begin the letter with:  
*Dear Sir/Madam*
  - we end the letter with:  
*Yours faithfully*

- c) Notice what we say in formal letters.
- We don't use contractions: *I would not* ~~FD~~, *I am not* ~~Fm~~.
  - We use polite phrases: *I would like not* ~~I wantt~~, *Could you please ... ?* not ~~Can yout ... ?~~.
  - We often end the letter with: *I look forward to hearing from you*.
- d) Underline the phrases in 4c) in the letter.

5 Look again at the information in 2. Write a letter from Beth or Fergus to one of the companies in the adverts and ask for an application form.

- Use the information in 4 to help you write your letter.
- Remember to use paragraphs.
- Read and check for mistakes.
- Give your letter to your teacher next class.

Tick the things you can do in English in the Reading and Writing Progress Portfolio, p96.