Reading and Writing Portfolio 9

Finding a job

A

Reading job adverts **Writing** a formal letter

Review jobs; requests

Receptionist

Answer these questions.

- Who do you email for an application form at The Great Outdoors Ltd?
 <u>Dave Jones.</u>
- 2 Do you need experience to be a receptionist at the Willow Hotel?

Five days per week, including some evening and weekend work. Some experience* needed.

We are looking for a friendly person to work

in reception in our popular tourist hotel.

For an application form* email us at willowhotel@ive.co.uk or write to:

Willow Hotel

The

The Willow Hotel, Reed St, Bournemouth, BH2 5RF

- **3** How long is the contract for summer camp group leaders?
- **4** What type of shop is Thompson and Noble?
- 5 Do you need experience to be a summer camp group leader?
- 6 Which company does Fran James work for?
- 7 Do receptionists at the Willow Hotel always work from Monday to Friday?
- 8 How many hours do sales managers at Thompson and Noble work a week?
- **9** What is the email address of the Willow Hotel?

B Sales Manager Thompson and Noble is a large department store in

C

arge 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

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.

some weekend work.

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

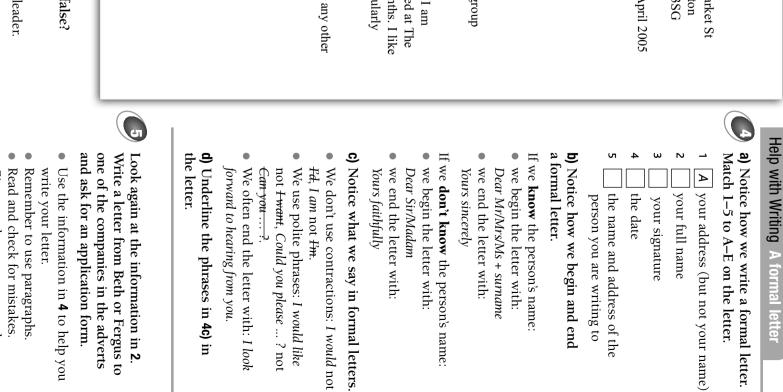
*experience = you did the same job in the past *an application form = a form you fill in to get a job

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

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

 5 If the can ride a norse. 6 He wants an application form. 	
He started u	
2 He wants to be a summer camp group le	
1 T Wayne Moody wrote the letter.	
3 Read the letter. Are these sentences true or fal	
(E) Wayne Moody	
D W Moody	
Yours sincerely	
I look forward to hearing from you.	
Could you please send me an application form and an information about your company?	
I am a student in my second year at university and I a looking for work for the summer. Last year I worked Highland Outdoor Centre in Scotland for three month working with children and I enjoy all sports, particula horse riding and climbing.	
I would like to apply for the job of summer camp gro leader.	
Dear Mr Jones	
Mr D Jones The Great Outdoors Ltd © Dartmoor Devon EX22 6KH	
(B) 22 nd Api	
47 Mark A Brightor BN4 3S	
	10.

Reading and Writing Portfolio 9



- Give your letter to your teacher
- next class.

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

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He wrote the letter in March.