

36 → Student's Book pp.47-49



B. Match the words in the two columns to form expressions.

- | | | |
|---------------|--------------------------|-----------------------|
| 1. working | <input type="checkbox"/> | a. vitae |
| 2. curriculum | <input type="checkbox"/> | b. regard to |
| 3. take | <input type="checkbox"/> | c. forward to |
| 4. look | <input type="checkbox"/> | d. your convenience |
| 5. with | <input type="checkbox"/> | e. conditions |
| 6. at | <input type="checkbox"/> | f. into consideration |

C. Match the words 1-6 with their meanings a-f.

- | | | |
|--------------|--------------------------|---|
| 1. reliable | <input type="checkbox"/> | a. always being on time |
| 2. available | <input type="checkbox"/> | b. nice and enjoyable |
| 3. punctual | <input type="checkbox"/> | c. that can be trusted |
| 4. polite | <input type="checkbox"/> | d. important or necessary |
| 5. pleasant | <input type="checkbox"/> | e. with good manners and behaviour |
| 6. essential | <input type="checkbox"/> | f. ready to be used or accessible at any time |

D. Use the adjectives 1-6 above to complete the following sentences.

1. Did you have a _____ trip back home?
2. Shop assistants should always be _____ to customers.
3. Stephen is very _____ and you can always depend on him for help.
4. Paula is always _____ as she doesn't like having other people waiting for her.
5. Good communication skills are _____ for this job.
6. I'm afraid Mr Harris is not _____ to talk to you right now. Could you call a bit later?

E. Complete the text with the words in the box. Make any necessary changes.

ability ambitious suitable previous fluent interest experienced literate

One of the people I admire most in the world is my sister Lily. She was always very (1) _____, and when she was a girl we all knew that Lily was going to do great things with her life. In primary school, computers fascinated her and she quickly became computer- (2) _____. After she finished school, she went to university where she got a degree in medicine. She went on to become a surgeon and is now well-known throughout the world. In addition to this, Lily had a(n) (3) _____ in learning foreign languages and in her spare time she managed to become (4) _____ in French and Spanish. Lily was always keen to help others, and as she was a(n) (5) _____ surgeon, she thought what better way to give something back to society than to apply to work with Doctors without Borders. A (6) _____ post was found for her in Brazil, where she could use her (7) _____ to improve a small village hospital. It was a big change from her (8) _____ job in one of the biggest hospitals in Toronto, but she is very happy there.





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Writing

F. Imagine that below is your CV. You are interested in applying for a job in an advertising company. Complete the letter of application you have written using the information in the CV and your own ideas. Don't forget to explain why you consider yourself suitable for the job.

Curriculum Vitae

Surname

Name

Education University Degree – BA Honours Degree in Advertising and Marketing –
 Proficient in German and Italian

Work Experience Full-time for over a year in a small advertising company

Other interests Member of various environmental groups
 Member of a Health and Fitness club

Dear Sir/Madam,

I am writing with regard to your advertisement which was published in the *Daily News* on 3rd September.

I am interested in applying for the position available in your advertising department.

I feel that I have the necessary qualifications and qualities for the position you are advertising and would appreciate the opportunity to prove this. I have enclosed my CV and a letter of reference from my employer.

I hope you will give serious attention to my application.

Yours faithfully,