

EPISODE 9
LEVEL A1.2/A2.1

READING COMPREHENSION



JOB APPLICATION



When we look for a new job, we need to prepare a few documents. One of them is this letter:

Dear Mr. Jackson,

I saw your **advertisement for** (= here: information that a company is looking for a new employee) a job as car dealer in yesterday's Sunday Times and I would like to **apply for** (= to ask in writing and officially for) this job.

I am **highly experienced at** (= I know many things about) selling cars and I have worked in many different **departments** (= different sections of the company).

I **enclose** my CV (= I put my CV together with this letter) for your **attention** (= for you to read) and I hope I will meet all your **requirements** (= I hope I am the person you need).

I will be **available for an interview at any time** (= I can come for a meeting with you any time you want).

I **look forward to hearing from** you (= I am waiting for your answer).

Yours sincerely
John Smith

More contexts for the new words:

In a letter of application, you can also say:

- Please call this number if you require more information
(= Please call this number if you need more information)
- Please find enclosed my CV and other necessary documents.
(= I enclose my CV and other necessary documents)

EXERCISE 1



In this letter of application, complete each gap with one word.

(1) Mrs Jones,
I saw your advertisement (2) a job as personal assistant in yesterday's Gazeta Wyborcza and I would like to apply (3) this position.
I am highly experienced (4) office work, and I have worked in many different companies as a personal assistant.
I (5) my CV for your (6) and I hope I will (7) all your requirements.
I am (8) for interview at any time.
I look forward to (9) from you.
Yours (10)
Patrycja Kowalska

EXERCISE 2



Match the halves of the questions and then answer them yourself.

- | | |
|-----------------------------|------------------------|
| 1. When did you last read | a. for a job? |
| 2. When did you last apply | b. job advertisements? |
| 3. When did you last attend | c. a job interview? |

ENGLISH IN USE



Let's concentrate on the expressions similar to a sentence from the text:

*I am highly **experienced at** selling cars.*

In English when we say how good we are at doing something we use "**at**" not "**in**", so we say:

*I am **good at** mathematics.*

*I am **bad at** languages.*

*He is **fantastic at** driving cars.*

*He is **terrible at** cooking.*

It is very important for us to remember that to say "I am good in ..." is a mistake.

IDIOM CLOSE-UP



A/ Your letter of application is very good.

B/ I know, but I still **HAVE BUTTERFLIES IN MY STOMACH** before the job interview.

If you **have butterflies in your stomach**, you feel very nervous, usually about something you're going to do. Be careful, this idiom is sometimes used in Polish with a different meaning!

PHRASAL VERBS CLOSE-UP



1. You **APPLY FOR** something when you ask for something, usually officially and in writing.

He **applied for** the job as a marketing manager.

When you have a child, you can **apply for** a benefit called 'becikowe'.

Students often **apply for** grants to study abroad.

2. When you **LOOK FORWARD TO** (doing something), you feel pleased and excited about something that is going to happen.

I'm really **looking forward to** my holiday.

She was **looking forward to** seeing the grandchildren again.

I'm not **looking forward to** Christmas this year.

Remember, when you use a verb after 'look forward to', it is always in the '-ing' form.



EXERCISE 3

Complete the sentences using words from the idiom/phrasal verbs you have learned in the correct form.

1. I want to quit my job and for a different one.

2. Before my first date, I had in my stomach.

3. I am really looking to seeing you.

NEWS



A SUCCESSFUL LETTER OF APPLICATION

A good **covering letter** is important to **make a good first impression** on your **prospective** employer. First of all, it has to be **unique** – you can't send the same letter to many employers. Secondly, it has to **have a personal touch** – ready-made letters from the Internet are too universal. Finally, it has to be **attention-grabbing**, so that the reader does not throw it away immediately.

GLOSSARY

- a **covering letter** – a letter of application
- **to make a good first impression** – to create a positive first feeling
- **prospective** – potential, future
- **unique** – one and only
- **to have a personal touch** – to say something about you as a person
- **attention-grabbing** – attracting attention

KEY TO EXERCISES

Ex.1

- | | |
|------------|---------------|
| 1. Dear | 6. attention |
| 2. for | 7. meet |
| 3. for | 8. available |
| 4. at | 9. hearing |
| 5. enclose | 10. sincerely |

Ex.2

- 1b
- 2a
- 3c

Ex.3

- 1. apply
- 2. butterflies
- 3. forward