

A letter of application

1) Do you think the writer might be suitable for the job? Tick the correct option.

Yes

No

2) Choose the correct answer for these questions.

- a) What genre does the text belong to?
- b) Who has written the text?
- c) Why has the author written the letter?
- d) Who is the audience?
- e) What register has the author used?
- f) Why does the letter begin and end in the way it does?
- g) What tone has the author used?

3) Who do the following words refer to? Which type of word are they? Choose the correct option.

- a) My (line 6)
- b) Me (line 12)
- c) Myself (line 10)
- d) You (line 13)
- e) This (line 17)

4) What do the following connectors express? Drag and drop. There are two options you do not need to use.

To express addition

To introduce a topic

To express reason/cause

To show result

To show a temporal connection

a) Also (line 6) / Besides (line 10) / As well as (line 14)

b) As far as (...) is concerned (line 7) / As for (line 9)

c) Because (line 11)

Extra option

Extra option

5) Indicate the tense and what it expresses. Choose the correct option.

- a) I *have worked* as a school secretary for two years at Lockswood College.
- b) At the moment I *am studying* Administration at the University of Warwick.
- c) This *will give* me the opportunity to learn and to make progress personally as well as professionally.
- d) (...) which I *saw* advertised in 'The Guardian' newspaper on Tuesday, May 2nd

6) Match informal expressions with formal ones.

Informal style	Formal style
1) I speak English very well.	a) I am considered to be...
2) I can't wait to hear from you.	b) I am a fluent speaker of English.
3) People tell me I am...	c) I feel I would be suitable for this job.
4) I am good at French and German.	d) I am proficient in...
5) I've had a job as a school secretary...	e) I look forward to hearing from you.
6) I'd like it if you hired me...	f) I have worked as a school secretary.