

- 1 Complete the sentences with the words from the box.
Drag and drop in the correct place.

forward • response • experience • post • hesitate
qualities • interview • qualifications

- 1 I am writing in _____ to your advertisement, which I saw in a local newspaper.
- 2 I would like to apply for the _____ of tour guide.
- 3 I believe I have the personal _____ necessary for this post because I am good at organising people.
- 4 I have some _____ of this kind of work because I work every summer in my uncle's hotel.
- 5 My _____ include an 'A' at Cambridge First Certificate and a Diploma in Tourism.
- 6 I am available for _____ at your convenience.
- 7 Please do not _____ to contact me for further information.
- 8 I look _____ to hearing from you.



- 3 Read this writing task. What kind of person would be good at the job advertised?

You have seen the following advertisement.

Are you fun-loving, sociable and not afraid of a challenge?

Sundream Holidays is looking for holiday reps for the following regions: Spain, Italy, Greece. Successful applicants will have some experience of the tourism industry and be able to speak English at a reasonable level. Some knowledge of the countries involved would be an advantage.

Please apply in writing to: Sundream, Charter House 1, London NW1 3ED

Write a letter or e-mail of application

- 2 Read the answer to activity 3 and complete it using phrases from the letter of application model

Dear Sir / Madam,

- (1) _____, which I saw in the 'Daily Mirror' on the 12th of September.
- (2) _____ holiday rep. I am particularly interested in working in Greece.
- (3) _____ I am out-going and I am used to be dealing with members of the public. I enjoy to meet new people and helping them with any problems they might have.
- (4) _____ I have spent the last two summers to work in a bar on Santorini. This involved serving customers and organising social events, such as quiz nights.
- (5) _____ Cambridge First Certificate in English with an A grade and a First Aid certificate. I also have a driving licence and speak basic German.
- (6) _____ at any time.
- (7) _____ if you require further information.
- (8) _____

Yours sincerely,

Kostas Pappas

- 3A- Make a plan of your letter/e-mail of application. For each paragraph, choose the topic and a set phrase to introduce it.

3B - Check your work

- I have said where and when I saw the advertisement. ☐
- I have mentioned relevant personal qualities. ☐
- I have mentioned relevant experience. ☐
- I have mentioned relevant qualifications. ☐
- I have used paragraphs. ☐
- I have checked my spelling and my grammar. ☐
- I have written between 120 and 180 words. ☐

Paragraph 1

- 1 Where did you (your character) see the advertisement for the job?
- 2 What date did you see it on?

Paragraph 2

- 3 What are you going to write about in this paragraph?

Paragraph 3

- 4 What are you going to write about in this paragraph?

Paragraph 4

- 5 What are you going to write about in this paragraph?
- 6 How are you going to close your letter?