

VOCABULARY

EXTREME ADJECTIVES

4 Complete the sentences with the correct word.

- 1 a) I thought the show was *great/boiling*.
b) Is the heat on? It's *great/boiling* in here.
- 2 a) Have you heard the news? Isn't it *terrible/furious*?
b) All the trains were delayed. I was *terrible/furious*.
- 3 a) I'd invite you *over*, but my apartment is *delicious/tiny*.
b) Have you tried these salads? They're *delicious/tiny*.
- 4 a) I can't do it—it's *exhausted/impossible*!
b) I'm going home. I'm *exhausted/impossible*.
- 5 a) It's a(n) *fascinating/enormous* story of naval history.
b) \$50,000! That's a(n) *fascinating/enormous* amount of money!

WRITING

A COVER LETTER; LEARN TO ORGANIZE YOUR IDEAS

8 A Put the covering letter in the correct order.

- ☐ Thank you for your consideration. If you require any further information, please do not hesitate to contact me. I can be reached at vinniej22@gmail.com or (077) 889-2212. I look forward to hearing from you ¹soon.
- ☐ ¹ Dear Ms. Nelson,
- ☐ I believe that my communication skills, customer service abilities and positive work ethic would make me an asset to the store.
- ☐ I am currently studying English at Cal State, and I am looking for summer work to help me finance my studies. ²I think I would be good at this job. First, I am both hard-working and organized, and I have excellent communication skills. Second, I have ³shown that I am good at customer service. In my previous job, at the reception desk at ABC Hospital, I had ⁴practical experience providing quality customer service and working with all types of people.
- ☐ Sincerely,
- ☐ I am writing to you ⁵about the summer position at SunnySam's Electronics advertised on www.summerjobs4students.com. ⁶I want to apply for the position. I attach my résumé, application form and all the information required in the advertisement.
- ☐ Vinnie Jessop

B Replace the underlined sections 1–6 in the letter with the phrases in the box. Write the correct number.

- hands-on ☐ at your earliest convenience ☐
- regarding ☐ proven ability at ☐
- I would like to submit an application ☐
- I believe I meet all the requirements of the position ☐

VOCABULARY

BUSINESS

1 A Circle the correct options to complete the text.

Hi Lucy,

I'm just writing to tell you about my new job.

Remember when I had to go for ¹ _____ last month? Well, I got the job. I'm so **happy** about it because I heard a lot of people were ² _____ for it, probably because it has quite a high ³ _____.

The people in the office are a lot of fun, and it is such a relief not to be out of ⁴ _____ anymore. My new boss is in ⁵ _____ of the whole marketing department, and she ⁶ _____ it really well. She has lots of really interesting business ⁷ _____ and encourages us to try and do the same. The only problem now is that I still arrive late for work all the time. I hope I don't get ⁸ _____.

Let me know how you're **getting along** at work.

Talk to you soon.

Becca

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|-------------------|---------------|--------------|
| 1 a) an interview | b) a job | c) a work |
| 2 a) working | b) attempting | c) competing |
| 3 a) salary | b) money | c) holiday |
| 4 a) work | b) salary | c) employ |
| 5 a) control | b) change | c) lead |
| 6 a) works | b) is | c) runs |
| 7 a) thoughts | b) ideas | c) posts |
| 8 a) interview | b) boss | c) fired |

B Use the phrases in Exercise 1A to complete the sentences.

- 1 I'm lucky to work there. Lots of people _____ to get jobs there.
- 2 Would you prefer to earn a high _____ or do something interesting?
- 3 My boss _____ the business very successfully, and it's growing every day.
- 4 He behaved so badly I'm not surprised that he was _____.
- 5 I hate it when I have to go to an _____. I get nervous.
- 6 My cousin has been out of _____ for ages. She doesn't have any money.

GRAMMAR

USED TO, WOULD

5 Complete the paragraphs. Use one word for each blank.

"I used ¹ _____ work for a big company. I ² _____ to work long hours, and I ³ _____ dream of living in a more exotic location, sitting on a beach with my laptop. Now I run my own website business. I don't earn as much money as I ⁴ _____ to earn, but I'm much happier."

"I ⁵ _____ to work as a computer programmer. Most of the time, I ⁶ _____ enjoy it. But I didn't ⁷ _____ to like being in an office all day. So, I decided to get a job working outdoors. Now, I train people in forestry skills, so I'm outside most of the time. And my lifestyle is much healthier than it ⁸ _____ to be."