

My name is: \_\_\_\_\_

**WORKSHEET**Date: .....  
KET

Teacher's feedbacks

**Task 1:**

You saw an advertisement for a **shop assistant** in a clothing store.

Write a formal letter (80–100 words) to apply for the job.

In your letter, include:

- Why you are writing
- Where you saw the advertisement
- Your experience and personal qualities
- When you can start work

**Task 2: Read and write.** (Use each word ONCE. You may need to change the form.)

available – manager – retail – reliable – discuss –  
require – succeed – opportunity – possess – signature –  
notice

1. The company is looking for a \_\_\_\_\_ to lead the sales team.
2. This job \_\_\_\_\_ at least two years of experience.
3. She worked in \_\_\_\_\_ before moving to an office job.
4. He is very \_\_\_\_\_. You can trust him to finish the work on time.
5. We need to \_\_\_\_\_ the problem before making a decision.
6. There is a great \_\_\_\_\_ to study abroad this year.
7. She worked hard and finally \_\_\_\_\_ in her career.
8. You must obtain your teacher's \_\_\_\_\_ on this form.
9. Is this product still \_\_\_\_\_?
10. He doesn't \_\_\_\_\_ enough skills for this position.