Reading Part 1: Reading Correspondence

Time: 11 minutes

Read the following message:

Dear Sir/Madam,

I'm writing to apply for the summer camp assistant position advertised in the June 5th edition of the Daily Report newspaper.

I was informed about this vacancy position by a friend who referred me to your advertisement in the newspaper. I am very interested in this job and truly believe that my education and employment background are appropriate for it.

I hold a bachelor's degree in physical education from Brimstone College and ever since my graduation, I have attended over ten workshops on topics such as large grouÅ games, limited space activities and outdoor education. Having worked with various gyms in Calgary and serving as assistant coach with the Red Lions youth soccer club, I have extensive experience in different sports environments in the region. I have also completed training programs in bodybuilding. tai chi and martial arts (Judo and Taekwondo).

I am the eldest in a family of five children, so growing up, I practically helped my parents raise my younger siblings. I helped my brothers and sister with their homework and daily tasks. I even trained Brandon, my youngest brother, for the regional K-12 soccer tournament in 2015. Brandon and his team went on to achieve third place in the games and I consider this as one of the most truly rewarding experiences of my life and a major reason why I decided to pursue a career in physical education. I am very eager to use my past experience to help other kids realize their potential and achieve the same level of success as Brandon and his teammates.

I am very good at adapting to new situations, and I am quite used to working under pressure. I consider myself especially good at prioritizing tasks. and due to being exposed to varying situations throughout my career, I have developed my team working and communication skills. I am fluent in English and French and speak a little Spanish, so I can communicate with kids who also speak these languages.

Thank you for considering my CV for this position. I look forward to hearing back from you soon and
to schedule an interview at your convenience.

I have attached a copy of my resume and three references as requested.

Sincerely,
Jim Holmes

Using the drop-down menu (□), choose the best option according to the information given in the message.

1. How did Jim first find out about the job vacancy? (□)
2. Which of the following is Jim NOT experienced in? (□)
3.How many brothers and sisters does Jim have? (□)
4. Which event encouraged Jim to study physical education? (□)
5. How does Jim deal with new situations? (□)
6. What document has Jim included in his letter? (□)

Here is a response to the message. Complete the response by filling in the blanks. Select the best choice for each blank from the drop-down menu(□).

Dear Mr. Holmes,

After careful evaluation of 7._____ for the position of camp assistant, we are pleased to invite you to an interview.

We are very impressed with your background and experience. However, we would like to know a little bit more about you.

Do you happen to have any documents from the time you 8._____. We are also interested in knowing more about the workshops 9._____ and would also like to assess your proficiency in 10._____ because we have a large number of students from outside Canada. Finally, in your letter, you mentioned 11._____, which is why we thought you
should meet some of the other teachers and trainers on our staff.

We have scheduled an appointment for July 1* and we look forward to seeing you soon.

Sincerely,
Alice Cornwall

LIVEWORKSHEETS