

4 Complete the letter of application, using the correct form of the words in brackets.

Dear Sir/Madam

I (1) recently (*recent*) saw your advertisement on the website and I am interested in the (2) _____ (*vacant*) for assistant manager in your hotel restaurant. I attach an (3) _____ (*apply*) form.

I have worked in the (4) _____ (*cater*) industry for several years and I am (5) _____ (*passion*) about good food. I have several (6) _____ (*profession*) qualifications and enjoy working with people. I am also (7) _____ (*rely*), efficient and hard-working.

I have just finished a (8) _____ (*train*) course at the local college in administration, because I am very (9) _____ (*enthusiasm*) about having a career in the hotel business. I can provide you with excellent (10) _____ (*refer*) from my previous employers.

Yours faithfully

Anya Piekarski

3.1 **61** Listen to some people talking about work. Write ✓ for people who have a job and X for people who don't have a job.

1 X 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ 7 _____ 8 _____

3.2 **61** Listen again and answer these questions.

- Two people decided to leave their jobs. What do they say? _____

- One person had to leave their job. What does he/she say? _____

3.3 Complete these sentences from the recording with *work*, *job* or *career*. Listen again if you need to.

- I'm trying to change career and I'm looking for _____ as a teacher.
- I've just applied for a _____ at the theatre.
- I had a long _____ in the police force.
- I do four long days, which is very hard _____.
- The journey takes an hour each way so I don't have time to do much after _____.
- I gave up my _____ as a chef a year ago and I'm still out of _____.
- I'm going to get some unpaid _____ experience soon in an agency.
- I was promoted last week so that's very good for my _____.

ERROR WARNING

Occupation is formal and is usually only used on forms:

I enjoy my job. (not ~~*I enjoy my occupation.*~~)