⏭ Student's Book pp. 48-49

A. Complete the sentences with the correct form of the words in bold.

1. Our _____ expects us to be trustworthy.
2. She didn't have much _____ of European history.
3. Mr Abidin talked to us about the _____ of being polite to customers.
4. We can make an appointment at your _____.
5. Previous work experience will definitely be taken into _____.
6. There were thirty _____ for the position.

employ **know** **important** **convenient** **consider** **apply**

B. Choose a, b, c or d.

1. Peter is _____ in French. He's half French actually.
   a. foreign **b.** fluent **c.** punctual **d.** well
2. If you have a problem, please _____ me. Let me give you my mobile number.
   a. contact **b.** apply **c.** require **d.** regard
3. The meeting was delayed again because of Harry. He is never _____.
   a. grateful **b.** full-time **c.** punctual **d.** literate
4. Nowadays, all children are computer _____.
   a. literate **b.** affected **c.** fluent **d.** willing

C. Read the sentences a-g below. Which part of the letter / email of application are they suitable for?

a. Furthermore, I consider myself to be very hard-working.
b. I would be grateful if you would reply as soon as possible.
c. In addition, I worked part-time at *La Pennes* for two years.
d. I am writing with regard to your advertisement in the Weekly News on 29th April.
e. I look forward to hearing from you.
f. I believe I am suitable for this position because I have all the necessary qualifications.
g. I am interested in applying for the job of a waiter at your restaurant.

Opening paragraph	
Main part	
Closing paragraph	

LIVEWORKSHEETS