

## Cohesion and Coherence

*Dear Harry,*

*Remember that I told you I was trying to get a job at the Foreign Languages University? [1]....., I finally managed to get one! Of course, I haven't been working there long, [2]..... I can already tell that it's a wonderful place to work. All the staff, [3]..... the Dean, are very friendly with everybody, and [4]....., they have marvellous facilities for the employees. [5]....., there's a Karaoke bar, star television and lots of other things.*

*I'm called a Personnel Security Consultant. It [6]..... sound like an impressive title, but it's not a very accurate description of what I do. My main job is to provide protective clothing for the University's workers, [7]..... overalls, helmets, and so on. I estimate what the different departments will need, and [8]..... I order it from the suppliers. [9] I make sure that the various departments have everything they want. [10]....., stationery is also my responsibility. [11]....., I have to supply all the offices with paper, envelopes, and so on. I find the job very interesting [12]..... I get the chance to go all over the factory and to meet everybody. [13]..... the pay is a lot better than my old job.*

*[14]....., that's my news. What about yours? Drop me a line when you have time. Regards to your family, and best wishes to you.*