1. **Complete the text with the given words and do the activities that follow**. (Dopolni besedilo z danimi besedami, nato pa reši spodnje naloge. Pazi, tri besede so odveč.)

outstanding, insight, applying, challenges, person, applicant, jobs, fluent, forward, experience, libraries, communication, equipment, librarian, position, personality, advertised, apply

3028 West 104 St,
Cleveland, OH, 44106

Ohio, US

Eric Hatcherson

476 5th Ave New York,

NY 10018,

New York Public Library

Re: Position of Librarian

Dear Mr. Hatcherson

I would like to propose my candidacy for your _____ of librarian, which was _____ on The Washington Post newspaper. I am enthusiastically _____ for this post because I believe that a combination of my love for books and reading with my _____ and work experience; **all** make me an ideal _____ for this role.

I am twenty five years old with a Master's degree accredited by the American Library Association (ALA) **which** made me well prepared for careers in _____ and information science.

Furthermore I am _____ in both English and Spanish languages as mentioned in my enclosed CV. I possess a strong understanding of management and IT _____. In my current **position** as a _____ with Oak View Public Library, I have gained an _____ into the different levels of library management. I have also worked as a library

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volunteer at Buffalo Library. Both of my _____ have required a high standard of customer service skills.

I consistently believe in taking _____ and exploring new concepts to improve libraries. I pride myself on my organizational and _____ abilities and look _____ to continuing my career as a Librarian. With my _____skills and experience; I am committed to bringing the best for New York Public Library. I hope to discuss my eligibility for the role with you in the future.

Sincerely Yours,

Elena Lincoln

a. Choose the best answer. (Izberi pravilni odgovor.)

The letter above is: a- a letter of enquiry b- letter of complaint c- an application letter

b. Are the following statements true or false according to the text

a- The job was advertised in Washington Post website……

b- Elena's personality alone makes her suitable for the job……

c- Elena is a bilingual person……..

d- Elena is working at Oak View Public Library……

c. Answer the following questions according to the text

a- Why is Elena willing to apply for the job of librarian?

_____

b- Where did she get her Master's degree from?

_____

c- Which library does she want to work at?

_____

d- Is she confident about her abilities and skills? Justify from the text.

_____

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d. **In which paragraph it is mentioned that Elena has good service skills**

-In Paragraph: _____

e. **Text exploration**

1) **Fill in the table with words of the same category as shown in the example**

	noun (samostalnik)	verb (glagol)	adjective (pridevnik)
Example	invitation	to invite	inviting
	_____	to advertize	_____
	_____	_____	Qualified

2) **Rewrite sentence "b" so it means the same as "a".** (Povedi preoblikuj, vendar tako, da boš ohranil njihov prvotni pomen.)

a- Eating is prohibited inside the library.

b-People_____

a- Library visitors are requested to throw rubbish in the waste bins.

b-Library visitors _____

1. a- They organize a meeting because they want to discuss the project.

b- They _____

3) **Ask questions on the underlined words:**

- He **sometimes** goes to the **cybercafé.**

1- _____

2-_____

4)Fill in the blanks with words from the list below so that the text makes sense:

produces-their-you-they-skills-The

_____ (1)first students' problem after _____ (2) graduate from school is to choose their field. Thus they should value _____ (3) mental and physical_____(4) and consider their interests, because everyone _____ (5) more when he studies what he likes.

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