Formal language

1. Study the example of a formal job application email. Read it carefully and complete the gaps (1-10) with appropriate words, paying attention to the context, grammar and formal language.

You are studying at a university in **Great Britain** and are looking for a **summer job**. You have found this job advertisement online. Study the advertisement and write an e-mail to apply for the position:

- introduce yourself and explain why you would be suitable for the position;
- describe your communication skills and any relevant experience;
- decide what else you would like to know and ask a question about it.

SUMMER VISITOR ASSISTANTS NEEDED

City History Museum | June – September

Are you friendly, helpful and interested in meeting new people? We are looking for university students to welcome visitors, answer questions, provide information about exhibitions and assist with special events.

What we offer: £13 per hour, part-time and full-time positions, training provided.

What we ask: at least finished high school; you are a current student or recent graduate at one of our 60 listed UK universities; you have got at least good academic record

Dear Sir or Madam,

I am writing to apply for the position of Summer Visitor Assistant at City History Museum, which I [1]_____ *saw advertised online.*

My name is Daniel Brown, and I am [2]_____ *studying at a university in Manchester. I believe I* [3]_____ *be a suitable candidate for this position because I am* [4]_____ *, friendly and enjoy communicating with people from different backgrounds.*

Last summer, I [5]_____ *at a local community centre, where I helped organise* [6]_____ *and provided information to visitors. This experience helped me* [7]_____ *my communication and teamwork skills. In addition, I speak English and Spanish,* [8]_____ *could be useful when assisting international visitors.*

I would be grateful if you could provide [9]_____ *information about the working hours and whether weekend shifts are required.*

Thank you for [10]_____ *my application. I look forward to hearing from you.*

Yours faithfully,
Daniel Brown

2. Replace the informal vocabulary in brackets with suitable neutral or formal alternatives from the list.

*1. I would like to (**get**) _____ more information about the summer programme.*

*2. I am writing to (**ask for**) _____ more details about the available positions.*

*3. (**Loads of**) _____ students are interested in joining the exchange programme.*

*4. I believe the new student lounge would be a (**big plus**) _____ for students.*

*5. The information on the website was (**totally**) _____ wrong.*

*6. The programme seems (**pretty**) _____ interesting to me.*

*7. I am (**super excited**) _____ about the opportunity to join your team.*

*8. I believe this programme would be (**really good**) _____ for my future career.*

*9. The organisers (**messed up**) _____ the arrangements for the event.*

*10. The school should (**come up with**) _____ a solution to this problem.*

*11. The meeting was (**a waste of time**) _____ because very little information was provided.*

*12. I was (**absolutely upset**) _____ about the sudden cancellation of the trip.*

3. Read the text below and complete the gaps with the appropriate linking words or expressions from the box. Pay attention to the meaning of each sentence. Use each option only once. There is one extra option.

although	*as a result*	*because*	*despite*	*during*	*for example*	*furthermore*	*however*	*instead of*

A Student Lounge: is it a good idea for our school? *Yes! Many students believe that schools should provide more comfortable spaces where young people can relax during their breaks.*

[1]_____ *schools usually have libraries and study areas, these places are mainly designed for academic work. A student lounge could offer something different.*

Such a space would be particularly beneficial [2]_____ *students often spend several hours at school every day. They need opportunities to relax and communicate with their classmates.* [3]_____ *, students could play board games, read magazines or simply talk with friends during their free time.*

[4]_____ *, creating a new student lounge could present certain challenges. Some schools may not have enough money to buy comfortable furniture or suitable equipment.*

[5]_____ *these financial difficulties, schools could still find affordable ways to improve their facilities.* [6]_____ *buying expensive new furniture, they could reuse tables and chairs that are already available.*

[7]_____ *, students themselves could help decorate the room and suggest activities they would enjoy.*

A well-designed student lounge could encourage students to spend their breaks together in a positive environment. [8]_____ *, the school community could become more welcoming and supportive.*

LIVEWORKSHEETS